

**UNIVERSITY OF CHICAGO
FINANCIAL SERVICES**

PETTY CASH REQUEST FORM

SUBMIT TO: Accounting Services
6054 S. Drexel, Suite 300 or
Fax 2-7954

SUBMITTED BY: _____
Campus Department

Faculty Exchange Address

Accountability for a petty cash fund should be assigned to one employee, designated as the fund custodian. The fund custodian is responsible for maintaining the fund in a safe manner, distributing cash to others upon request, obtaining supporting documents for disbursements made, and maintaining petty cash receipts in numerical order.

The fund custodian will be reimbursed by Financial Services for amounts paid from the petty cash fund. Upon presentation of documents for reimbursement, a check payable to the custodian is issued to bring the fund back to its original amount.

CUSTODIAN CERTIFICATION

I have reviewed and agree to follow the procedures specified in the Petty Cash Guidelines located on the University of Chicago AdmiNet web site.
(<http://adminet.uchicago.edu/admincompt/pettycashmanual/pettycash.html>)

Signature

Campus Tel #

Date Signed

SUPERVISOR/MANAGER AUTHORIZATION

Immediate Supervisor Signature

Division or Executive Level Signature

FUND INFORMATION

Purpose of fund _____

Location of fund _____

Amount requested _____

Unrestricted Guarantee Account Number
(In case the funds are lost or stolen) _____

Upon receipt of this memo Financial Services will issue a check payable to the custodian listed above. A check will be sent to the Bursar's Office within 7-10 working days.