



Request for Petty Cash/Maintenance

(Send the original form to Accounts Payable, Oregon Hall and retain copy with Petty Cash Fund)

I am using this form to:

Establish a petty cash fund for official University business

Change custodial responsibility between employees

Fund Amount: _____ **Date:** _____

Fund Custodian: _____
Name Title

New Custodian: _____
(If changing) Name Title

On _____ I was advanced \$ _____ for use as a petty cash fund for official University business. As custodian I understand that I am responsible for assuring funds are adequately secured. The UO Accounts Payable Supervisor must approve the location and method used to secure the monies. If approved, and all procedures are followed, I understand that I will not be held personally responsible for replacing missing funds. If, however, the approved procedures are not followed, I will be held personally responsible for any missing funds. I will report immediately to Accounts Payable any theft, loss or mysterious disappearance of petty cash funds.

Custodian Signature Date

Department Name	
How the Funds Will be Secured	
How the Funds Will be Used	
Length of Time Advance is Required	
Index to be used for Reimbursements	

As department head, I understand that I may delegate Custodial responsibilities. However, I understand that I will remain primarily responsible for the cash advance.

Fund activity will be reviewed regularly. If there has been little or no fund activity, the fund will either be reduced or returned.

Department Head Signature Date

Accounts Payable Supervisor Signature Date