



PETTY CASH FUND REQUEST FORM

Instructions:

- 1.) Complete each section below.
- 2.) This form along with any other supporting documents must be scanned and sent electronically to the Disbursements Department at disbursements@miami.edu

Custodian Name: _____ Date: _____
 Custodian Email: _____ Custodian Phone #: _____
 Dept. Name & Campus: _____ Dept. Address: _____
 Workday Worktag Number: _____

A. CHECK THE APPROPRIATE AND COMPLETE:

☐ **OPEN A NEW PETTY CASH FUND**

Requested Amount of petty cash: \$ _____

Business purpose: _____

☐ **CHANGE AMOUNT OF A PETTY CASH FUND (check one):** ☐ INCREASE ☐ DECREASE

Original amount of petty cash fund: \$ _____

Requested Amount: \$ _____

New amount of petty cash fund: \$ _____

Reason for change: _____

☐ **TRANSFER OF CUSTODIAN (Required signature from previous Custodian and new Custodian)**

Previous Custodian's Name (Print): _____ (Signature) _____

New Custodian's Name: _____ (Signature): _____

Reason for transfer : _____

Petty Cash Fund Amount: \$ _____

B. CUSTODIAN CERTIFICATION:

I agree to maintain this fund in accordance with the University of Miami Petty Cash Fund Policies and Procedures. I have received and read a copy of the current Petty Cash Fund Policies and Procedures: <https://umiami.policystat.com/policy/6580262/latest/>

I authorize the University of Miami to deduct from any monies due to me from the University the amount of my Petty Cash Fund without further notice in order to affect its return to the University, in the event of any of the following:

1. My failure to maintain the Petty Cash Fund in accordance with the University's Policies and/or Procedures as amended.
2. My failure to confirm the Petty Cash Fund in a timely manner.
3. Theft or other loss of the Petty Cash Fund

 Print #1: Petty Cash Fund Custodian

 Employee ID#

 Date

 Signature #1: Petty Cash Fund Custodian

C. SIGNATURE SECTION:

Authorization to charge Petty Cash Fund to the Department's Worktag if unrecoverable from signature #1

 Signature #2: Cost Center Manager Signature and ID#

 Work-tag (Non-GR)

 Date

 Signature #3: **Senior Business Manager** and ID #
 (If #1 & #2 is the same person),

 Work-tag (Non-GR)

 Date

(Senior Business Manager Signature Required, for Petty Cash over \$25,000.00)