



UNIVERSITY OF CENTRAL FLORIDA
Finance & Accounting
Petty Cash and Change Fund Assignment

Designate One: Temporary Fund to be Returned by: _____
 Permanent Fund

Designate Transaction: _____ *Complete if Fund is Increased or Decreased

<input type="checkbox"/> Original Issue \$ _____	Current Balance	\$ _____
<input type="checkbox"/> Change in Custodian	Amount this change	_____
<input type="checkbox"/> Increase*	New Balance	\$ _____
<input type="checkbox"/> Decrease*		

The following regulations must be adhered to when utilizing petty cash for purchases:

1. Every transaction must be accounted for with a paid receipt describing the goods or services bought and the Department/Project to be charged.
2. Petty Cash must not be used for personnel services, travel expenses or for purchases of food.
3. Personal checks or IOU's must not be put into the fund, and if found this may result in revocation of this privilege.
4. Under no circumstances should Petty Cash Funds be supplemented using personal funds from University employees.
5. Petty cash funds are made available to facilitate payment for small or emergency purchases and should not be used to avoid the ordinary requisitioning of goods and services.
6. Purchases should be limited to a maximum of \$50.00 per item and also must be in accordance with state rules and purchasing guidelines.
7. The custodian should replenish the funds every 30 days or when 50% of the funds have been spent, whichever occurs first. The custodian must initiate a requisition for reimbursement other than travel (formerly known as ROTT), using the category Reimbursement Not Travel account.
8. A reconciliation of Petty Cash Funds must be prepared quarterly on form 41-836 (Petty Cash Quarterly Reconciliation) and submitted to the Finance & Accounting office within 15 days after the end of each quarter.

Fund Authorized By: _____ Fund Approved By: _____
 Dept/Proj Manager (Signature): _____

University Controller or Designee _____ Dept/Proj Name _____ Dept/Proj # _____

Person Requesting _____ Provide Justification/Description of Use: _____

I understand that these funds cannot be used or assigned to any other person without proper authorization from the Division of Finance and Accounting. I further agree to safeguard this fund by keeping all monies properly secured and to have said fund available for audit without prior notification. It is my understanding that all disbursements will be subject to audit by both Finance and Accounting, and/or the Office of Inspector General at any time.

Date Received: _____ Fund Received By: _____
(Do not sign until funds are received) Custodian Signature
 Emplid. _____

Distribution:	For F&A Use Only:
Original: Finance & Accounting	_____ General Operating Ck. No.: _____
Copy 1: Custodian	_____ Approved for cash advance in lieu of checks:
Copy 2: Inspector General	(Signature) _____