



Financial Affairs
Petty Cash and Change Fund Assignment

Designate Fund Type:

Temporary Fund []
Permanent Fund []

Date to return: _____
(if Temporary Fund)

Designate Transaction:

Original Issue \$ _____
Change:
Increase: \$ _____
Decrease: \$ _____
New Balance: \$ _____

Change of Custodian:
New Custodian Name: _____
Previous Custodian Name: _____
Current Balance: \$ _____

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

- 1. All transactions must be accounted for with a paid receipt describing the goods or services purchased.
2. Expenses may be charged to multiple departments/projects and accounts.
3. Petty Cash must not be used for personnel services or travel expenses.
4. Personal checks or IOU's must not be put into the fund, and if found, this may result in revocation of this privilege.
5. Under no circumstances should Petty Cash Funds be supplemented using personal funds from University employees.
6. Petty cash funds are made available to facilitate small and incidental purchases for \$250 or less.
7. Purchases must be in accordance with fund use and purchasing guidelines.
8. The custodian should replenish the funds when they have spent up to 75% of the funds.
9. Initiate Petty Cash Fund - Request petty cash by completing this form, obtaining required signatures and forwarding to FA. The maximum amount allowed is \$1,000.00, and an amount in excess of \$1,000 requires approval from the Controller.
10. Replenish - For each replenishment, initiate a requisition identifying all depts./projs. and account codes to be charged, use the vendor ID that was assigned to you when you first obtained your petty cash. All approvals will be completed through PeopleSoft workflow. Attach PO image with original approved receipts to receive replenishment of the fund. Send to Financial Affairs, 12424 Research Parkway, Suite 300, Orlando, FL 32826.
11. A reconciliation of Petty Cash Funds must be prepared quarterly on form 41-836 (Petty Cash Quarterly Reconciliation) and submitted to Financial Affairs within 15 days after the end of each quarter. (see this form for additional information)

Person Requesting (Custodian) _____ Employee ID _____ Supervisor's Name _____

Provide Justification/Description of use/Change:

[Empty box for justification]

Fund Approved By:

Department/Project Information:

Name of DDC/RFO : _____

Dept/Proj Name: _____

Signature of DDC/RFO: _____

Dept/Proj #: _____

Date Approved: _____

Zip+4: _____

Please return the signed and completed form to Financial Affairs, Research Park, Suite 300, zip+0975 or email to FAPettyCash@ucf.edu.

I understand that these funds cannot be used or assigned to any other person without proper authorization from Financial Affairs. I further agree to safeguard this fund by keeping all monies properly secured and to have said fund available for audit without prior notification.

Custodian Signature: _____

Date Received: _____

(Signature of the person requesting petty cash)
(Do not sign until funds are received)

For FA Use Only:

Funds Authorized By: _____ Petty Cash Vendor number: _____
(University Controller or Designee)