THE UNIVERSITY OF CHICAGO

The University of Chicago
Financial Services

6054 S. Drexel Avenue
Suite 300
Chicago, IL 60637-2612

Petty Cash Request Form

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 via the EPayment system for amounts paid out of the petty cash fund. A check payable to the custodian is issued to bring the fund back to its original amount.

FUND INFORMATION

Requested By _____ Request Date _____

Exec/Department # _____ Department Name _____

Department Address _____

Purpose of Request _____

Safeguards against theft (locks, cash box, etc.) _____

FAS Grant Account* _____ Grant/Award End Date* _____

Requested Amount _____ FAS Guarantee Account _____

Please provide the following for future petty cash reimbursements:

Pick-up Telephone # _____ Physical Address _____

*Please provide the FAS grant account number and award end date for human subject fee petty cash requests

CUSTODIAN CERTIFICATION

Please view the policies and procedures specified in the Petty Cash guidelines located on the University of Chicago, Financial Services, Accounting Services web site:

http://finserv.uchicago.edu/accounting/general/cash.shtml

By signing below, you have accepted all responsibilities of becoming the Custodian of the fore mentioned petty cash fund.

Custodian Name (Printed)	Custodian Signature	Date	Campus Tel #
Department Finance Name (Printed)	Department Finance Signature	Date	
Division Finance Name (Printed)	Division Finance Signature	Date	

Please return completed form to cash-management@cticket.uchicago.edu.