

Complete this request form in accordance with [UPPS 03.01.16 Petty Cash and Change Funds](#) to **create, increase, decrease, close, or change the custodian for** a PETTY CASH or CHANGE fund.

Instructions:

- a. To **CREATE** or **INCREASE** a fund:
 - Complete sections 1-3, including obtaining Dean or Cabinet Officer approval if the fund will exceed \$250 after the issuance or increase.
 - Submit the completed form to **Financial Reporting & Accounting** at financialreporting@txstate.edu for Assistant Vice President and Treasurer (AVP and Treasurer) approval and signature.
 - If approved by the AVP and Treasurer, the fund custodian will be contacted by Student Business Services (SBS) when funds are ready for pickup. All disbursements will be facilitated by SBS in JCK 188.
- b. To **DECREASE, CLOSE, or CHANGE THE CUSTODIAN FOR** a fund:
 - PETTY CASH FUNDS ONLY – Prior to completing this form, obtain reimbursement for any receipts.
 - Complete sections 1-3. No Dean/Cabinet Officer or AVP and Treasurer approvals necessary.
 - Submit the completed form to SBS when making the cash deposit.
 - ✦ For custodian changes, SBS will release funds to the new custodian upon satisfactory completion of a fund audit.

SECTION 1 – Fund Action Request & Information

Department: _____ Fund: _____

Custodian Name: _____ Phone: _____ NetID: _____

Fund Type: ☐ PETTY CASH FUND ☐ CHANGE FUND Amount: _____

Action: ☐ Create ☐ Increase ☐ Decrease ☐ Close ☐ Custodian Change

Account Manager: _____ Phone: _____ NetID: _____

Fund Location: _____

Security Measures: _____

SECTION 2 – Fund Action Justification

SECTION 3 – Custodian & Account Manager Certification

By signing below, both the Custodian and Account Manager acknowledge that they:

- have reviewed the Petty Cash and Change Funds policy,
- understand the rules and procedures, and
- agree to abide by those rules and procedures.

Custodian Signature | Date

Account Manager Signature | Date

If the Custodian and Account Manager are the same individual or if this is an exception to policy limits (Petty Cash or Change > \$250), Dean or Cabinet Officer approval is required below.

Dean / Cabinet Officer Signature | Date

ADMINISTRATIVE OFFICE USE ONLY

Assistant Vice President and Treasurer Signature | Date