**PETTY CASH ACTION FORM**

**Attachment A**

**Request for New/Increase/Decrease Petty Cash or Change Fund**

This is a fillable form. Click on the View tab and select edit document.

|  |  |
| --- | --- |
| New/Original Fund Amount: | $      |
| Increase: | $      |
| Decrease: | $      |
| New Fund Amount: | $      |

Justification for the proposed use of a new/increased Petty Cash or Change Fund and estimated average and frequency of expenditures:

|  |  |  |
| --- | --- | --- |
| Nature of Expenditure | Average $ Amount | Frequency |
|       |       |       |
|       |       |       |
|       |       |       |

If payments are being made to test subjects, please provide a copy of your procedures for documenting the receipt of payments, etc.:

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|       |

Petty cash funds are highly susceptible to theft. These funds must be properly secured at all times. Cash boxes should be locked when not in use. Keys to cash boxes and file cabinets where cash is stored should be secured away from the locked devices (not in the same office) or carried with the custodian. Safe doors should be kept closed during working hours and locked at times when it is not necessary to be in and out of the safe.

Explain how the funds will be safeguarded:

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If requesting a Change Fund, please include a copy of your procedures for management of the fund.

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| --- | --- | --- | --- |
| Custodian Name: |       | Date: |       |
| Custodian Signature: |  |