



Cash and Cash Alternatives Request Form

Complete appropriate section(s) of this form for approval to open, modify or close a fund/program or to add/remove custodians or reconcilers for Petty Cash Fund, Change Funds, Bank Change Order, Prepaid Card – single load or reloadable card program, or ePayment bank program. Complete one form per request. For additional details, refer to the Outgoing Cash and Cash Alternatives Policy.

Requestor

Date:

Department Name:

Department Address:

Requestor Name:

Requestor Email and Telephone:

Request for: Petty Cash Fund Change Order Bank Change Fund

 Prepaid Card program ePayment bank program

Request to: Open Fund/Program Modify Fund/Program Close Fund/Program

 Add/Remove Custodian Add/Remove Reconciler

Signatory

By signing below, I accept responsibility for this fund/program and acknowledge and accept responsibility for the ongoing oversight of the account in accordance with the Outgoing Cash and Cash Alternatives Policy. Oversight includes ensuring completion of the required reconciliation process, ensuring adequate segregation of duties, and updating any personnel changes related to the fund/program.

Name:

Title: Choose an item.

Signature:

Petty Cash Fund

A Petty Cash fund is a limited dollar fund used to purchase goods when university procurement methods (e.g., PCard, transfer to internal supplier, purchase order, standing purchase order, etc.) cannot be used to purchase the good.

Fund Name:

Purpose of Fund:

Total Amount of Fund:

Worktags:

Temporary Fund (if applicable)

Date to be Closed (if applicable):

Current Fund Balance: \$

New Fund Balance (if changed): \$

Custodian Name:

Custodian Email and Telephone:

Back up Custodian Name:

Back up Custodian Email and Telephone:

Reconciler Name:

Reconciler Email and Telephone:

Treasurer's Office/Health System Approver Name:

Treasurer's Office/Health System Approver Signature:

Return to: (Create Joint Email Address)

Change Fund

Nominal amount of cash or coin, typically under \$500, used by a unit to make change occasionally. Funds are dispersed via check through Accounts Payable.

Fund Name:

Purpose of Fund:

Total Amount of fund: \$

Worktags:

Temporary Fund, (if applicable)

Date to be Closed (if applicable):

Current Fund Balance: \$

New Fund Balance, if changed: \$

Custodian Name:

Custodian Email and Telephone:

Back up Custodian Name:

Back up Custodian Email and Phone:

Bank Change Order

Ongoing, formal program to order cash and coin through the university's bank and delivered for university approved sales reconciled daily or to be used for special circumstance cash needs. Contact Treasurer's Office to set up items that are bank change orders. Unit must coordinate with a deposit center to accept delivery of funds on their behalf.

Fund Name:

Purpose of Fund:

Daily Maximum Order Amount: \$

Deposit Center Delivery Location:

Worktags:

Custodian Name:

Custodian Email and Telephone:

Back up Custodian Name:

Back up Custodian Email and Telephone:

Reconciler Name:

Reconciler Email and Telephone:

Pre-Paid Card Single Load or Reloadable Card Program

Card with funds loaded used primarily to pay student per diem. Contact the Treasurer's Office to set up a pre-paid card program.

Fund Name:

Purpose of Fund:

Custodian Name:

Custodian Email and Telephone:

Back up Custodian Name:

Back up Custodian Email and Telephone:

Reconciler Name:

Reconciler Email and Telephone:

Initiator of Funds Purchase:

Approver of Funds Purchase:

ePayment Bank Program

Electronic payment sent to an individual's bank account used primarily to pay student per diem. Contact Treasurer's Office to set up the program.

Custodian Name:

Custodian Email and Telephone:

Back up Custodian Name:

Back up Custodian Email and Telephone:

Reconciler Name:

Reconciler Email and Telephone: