

Tulane

Petty Cash Fund Request/Change

Department Name:

Organization #: Budget Account#:

Name of Petty Cash Custodian:

Amount Requested:

Use of Funds:

The following are the requirements and restrictions for petty cash funds:

1. Separate petty cash funds cannot be commingled (there will be no borrowing between funds.)
2. Only one person will have access to the fund at any given time.
3. Cash funds will be adequately safeguarded relative to the size of the fund.
(i.e., the fund is maintained in a locked box or cabinet with limited access.)
4. Receipts must accompany vouchers to support expenditures.
5. Expenditures and advances for expenditures will be approved by the petty cash fund custodian prior to disbursement.
6. Petty cash cannot be used for:
 - a) Items of a personal nature,
 - b) Entertainment,
 - c) Payroll,
 - d) Travel advances or expenses,
 - e) I.O.U.s,
 - f) Check cashing.
7. The Accounting Office is to be notified immediately when the custodian of the petty cash fund changes.
Departing custodians are required to transition the fund to an authorized successor custodian.
8. Petty cash funds must be counted, upon change in custodian.
9. Upon review at fiscal year end, any unaccounted for petty cash funds that have not been reported lost or stolen will be charged to the department's budget account.

By signing this document, you are acknowledging that you have read and will adhere to these procedures.

Petty Cash Custodian: _____
Signature Date

Department Head: _____
Signature Date

Controller's Approval _____
Signature Date

