



PETTY CASH/CHANGE FUND REQUEST FORM

This form is used to request the establishment of a Petty Cash or Change Fund from Controller’s Office.

Please complete the form below and submit to the Controller’s Office, CSC 420. For assistance or questions regarding this form, please contact Accounting and Reporting Services at Ext. 7-2557

Custodian Name: _____

Title: _____

Department Name: _____

Telephone: _____

Email address: _____

Date: _____

Activity # to be charged: _____

Please answer the following questions:

1. What is the name and purpose of this fund?

2. How much are you requesting? \$_____

Once the request has been approved, please fill out the **Unencumbered Payment Form** found in the Controller’s website and send the form to cashrequests@fiu.edu

Signature of Custodian: _____ **Date:** _____

Signature of Dept Budget Manager: _____ **Date:** _____

Controller’s Office Approval:
Signature: _____
Date: _____