

UNIVERSITY OF NORTH CAROLINA  
**SCHOOL OF THE ARTS**

**REQUEST FOR  
DEPARTMENTAL PETTY CASH**

To: Controller

Date: \_\_\_\_\_

From: Custodian ==> (print) \_\_\_\_\_

(sign) \_\_\_\_\_

The following is a request for authorization to establish a departmental petty cash fund for:

Department \_\_\_\_\_

Amount \_\_\_\_\_

Location of Departmental Petty Cash Fund: \_\_\_\_\_

Employees Responsible for Departmental Petty Cash	Job Title	Telephone Number	Email Address
Custodian:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: The Custodian denotes the person responsible for overseeing the petty cash activity, maintaining a petty cash process consistent with school policy, and reconciliation of the Fund.

Purpose for Departmental Petty Cash Fund	Banner Index - Banner Account(s)
_____	_____
_____	_____
_____	_____
_____	_____

Department Head Approval: \_\_\_\_\_  
Signature

Bursar's Approval: \_\_\_\_\_  
Signature

Purchasing Director's Approval: \_\_\_\_\_  
Signature