

PETTY CASH/CHANGE FUND - INCREASE/DECREASE REQUEST

SUBMIT COMPLETED FORM TO: CASH HANDLING AND BANKING SERVICES
140 UNIVERSITY HALL, #1111 OR pettycash@berkeley.edu

FOR INFORMATION CONTACT: 643-9803 OR pettycash@berkeley.edu

Current Custodian Information

Name:	Employee ID #:
Campus Address:	
Phone:	Email:

Fund Increase Information

Fund Type (select one):	<input type="checkbox"/> Change Fund	Current Fund Amount	\$
	<input type="checkbox"/> Petty Cash Fund	Increase (+) OR Decrease (-)	\$
		New Fund Amount (=)	\$

Briefly explain the reason for the Fund increase/decrease:

Fund Security

Describe how the funds will be secured using the guidelines below:

Classification	Security Requirement
Any	Funds cannot be used to open a separate bank account. Fund access is limited to the petty cash custodian.
Cash - \$200 to \$1,000	In a lockable receptacle
Cash - \$1,001 to \$2,500	In a safe
Cash - \$2,501 to \$25,000	In a steel-door safe, with a thickness of not less than 1 inch and wall thickness of not less than 1/2 inch

Certification of Custodian

By signing this form I agree, as Petty Cash Custodian, to assume personal responsibility for the proper control, disbursement and accountability of Funds at all times and in compliance with University policy as outlined in the original Petty Cash Agreement.

Signature: _____	Date: _____
------------------	-------------

Director Level Approval

I authorize the above request to increase the Petty Cash Fund amount.

Signature: _____	Date: _____
Title: _____	Email: _____

Cash Handling and Banking Services Use

Original Fund Amount \$	New Fund Amount \$	Reference #
Change Fund		1-10110-69995-00800
Petty Cash Fund		1-10100-69995-00800

Approval:

Print	Signature	Title	Date
-------	-----------	-------	------