

PETTY CASH / CHANGE FUND APPLICATION

SUBMIT COMPLETED FORM TO: CASH HANDLING AND BANKING SERVICES
2195 HEARST AVE ROOM 120, #1111 OR pettycash@berkeley.edu

FOR INFORMATION CONTACT: 510-643-9803 OR pettycash@berkeley.edu

Custodian Information	
Name:	Employee ID #:
Campus Address:	
Phone:	Email:
Department Information	
Name:	
Address:	
Fund Type <i>(Select one of the two fund types below)</i>	
Petty Cash Fund <input type="checkbox"/>	Amount <i>(minimum \$200)</i> \$
Briefly list specific examples of goods and services your department plans to purchase with Petty Cash. Base estimate on a single month of activity.	
Explain below why it is not practical to make these purchases using a Procurement Card (bluCard):	
<i>(Petty Cash Fund use must follow the guidelines and restrictions outlined in the Low Value Procurement Program at: http://businessservices.berkeley.edu/procurement/programs/lvpo)</i>	
Change Fund <input type="checkbox"/>	Amount <i>(minimum \$200)</i> \$
Briefly explain fund purpose:	
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 ½ inch
Custodian Background Check	
Has a background check been conducted for this custodian? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>(It is a requirement per BUS-49, Section Policy IV.1, in order to have access to UC funds you need to have a background check with UCPD.)</i>	
Has this custodian completed the required Cash Handling Module 3: Petty Cash Policies and Procedures course BECTR942? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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. I understand I am responsible for:

- Making the Fund whole again should shortages occur
- Understanding that a bank account cannot be opened with these funds, which would result in immediate request for closure of the fund
- Submitting a Petty Cash Custodian Change Request form when custody of the Fund is to be transferred
- Closing the Petty Cash account and returning monies when the Fund is no longer needed, this is a loan and needs to be returned to Cash Handling and Banking Services

University Cash-Handling Policy BUS-49 (<http://www.ucop.edu/ucophome/policies/bfb/bus49.html>)

University Petty Cash Policy C-173-61 (<http://www.ucop.edu/ucophome/policies/acctman/c-173-61.pdf>)

Signature: _____

Date: _____

Director Level Approval

I authorize the establishment of a Petty Cash Fund for the above custodian. I understand I am responsible for:

- Ensuring that the use of the Fund is in compliance with University policies applicable to the Fund type
- Confirming that an unannounced cash count and verification of the Fund is conducted at least quarterly by someone other than the Petty Cash Custodian
- Reporting any Fund shortages to Cash Handling and Banking Services

Signature: _____

Date: _____

Name Printed: _____

Title: _____

Email: _____

Cash Handling and Banking Services Use

Fund Type	Chartstring	Reference Number	Amount
Change Fund	1-10110-69995-00800		\$
Petty Cash Fund	1-10100-69995-00800		\$

Approval:

Print	Signature	Title	Date
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PETTY CASH

CLOSING INSTRUCTIONS AGREEMENT

SUBMIT COMPLETED FORM TO: CASH HANDLING AND BANKING SERVICES
2199 ADDISON ST. ROOM 625, #1111 OR pettycash@berkeley.edu

FOR INFORMATION CONTACT: 510-643-9803 OR pettycash@berkeley.edu

Certification of Custodian

By signing this form, I agree, as the Petty Cash Custodian, to assume personal responsibility for the proper control, disbursement and accountability of Funds at all times and in compliance with the following policies:

University Cash Handling Policy BUS-49 (<http://www.policy.ucop.edu/doc/3420337/BFB-BUS-49>)

University Petty Cash Policy C-173-61 (<http://www.policy.ucop.edu/doc/3410203/AM-C173-61>)

I understand that this is a loan from the Controller's office and that I am responsible for the proper closure procedures below in order to repay the loan.

Once you have completed your final replenishment and have your check payable to UC Regents, prepare a Miscellaneous Receipt (MR) through the Campus Deposit System (CDS) as followed:

1. Select deposit type 'C'
2. Complete the "Cash Distribution" fields as normal
3. In the 'Explanation' field, type "**Closing Petty Cash Fund for "name" for \$ amount**"
4. For the ledger distribution
 - Use chartstring: **1-10100-69995-00800**
 - In the 'Description' type: **Name**
 - In the 'Reference' type: **REF # (provided by Cashiers Office)**

Print two copies of the CDS MR; one for your records and one for BPS

Drop your deposit and the copy of the CDS MR into the night depository chute located outside University Hall on the Addison St. side. Please keep a copy for your records.

Signature: _____

Date: _____

Director Level Approval

I authorize the establishment of a Petty Cash Fund for the above custodian. I understand I am responsible for ensuring that this loan fund is closed properly and as a representative of the department I am providing an adjustment chartstring to be debited in the event the fund is not closed properly.

Account Code	Fund	Org	Prog	CF1	CF2
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Signature: _____

Date: _____

Name Printed: _____

Title: _____

Email: _____

Cash Handling and Banking Services Use

Approval:

Print

Signature

Title

Date

CHANGE FUND PETTY CASH

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Signature: _____

Date: _____

Name Printed: _____

Title: _____

Email: _____

Cash Handling and Banking Services Use

Approval:
