

PETTY CASH/CHANGE FUND - INCREASE/DECREASE REQUEST

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

Current Custodian Information			
Name:		Employee ID #:	
Campus Address:			
Phone:		Email:	
Fund Increase Information			
Fund Type (select one):	<input type="checkbox"/> Change Fund <input type="checkbox"/> Petty Cash Fund	Current Fund Amount	\$
		(Select One):	
		Increase <input type="checkbox"/> Decrease <input type="checkbox"/>	\$
		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 ½ 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	
Human Subject Fund		1-10120-69995-00800	
Petty Cash Fund		1-10100-69995-00800	
Approval:			
Print	Signature		Title
Date			