**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

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**Current Custodian Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Employee ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Campus Address:</th>
<th></th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Email:</th>
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</table>

**Fund Increase Information**

<table>
<thead>
<tr>
<th>Fund Type (select one):</th>
<th>Current Fund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Fund</td>
<td>$</td>
</tr>
<tr>
<td>Petty Cash Fund</td>
<td>$</td>
</tr>
</tbody>
</table>

(Select One):

- Increase [ ]
- Decrease [ ]

<table>
<thead>
<tr>
<th>New Fund Amount (=)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
</tr>
</tbody>
</table>

Briefly explain the reason for the Fund increase/decrease:

**Fund Security**

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Security Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>Funds cannot be used to open a separate bank account. Fund access is limited to the petty cash custodian.</td>
</tr>
<tr>
<td>Cash - $200 to $1,000</td>
<td>In a lockable receptacle</td>
</tr>
<tr>
<td>Cash - $1,001 to $2,500</td>
<td>In a safe</td>
</tr>
<tr>
<td>Cash - $2,501 to $25,000</td>
<td>In a steel-door safe, with a thickness of not less than 1 inch and wall thickness of not less than ½ inch</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
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</table>

**Director Level Approval**

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

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
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</table>

**Cash Handling and Banking Services Use**

<table>
<thead>
<tr>
<th>Original Fund Amount</th>
<th>New Fund Amount</th>
<th>Reference #</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td></td>
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</tbody>
</table>

Change Fund 1-10110-69995-00800  
Human Subject Fund 1-10120-69995-00800  
Petty Cash Fund 1-10100-69995-00800

**Approval:**

<table>
<thead>
<tr>
<th>Print</th>
<th>Signature</th>
<th>Title</th>
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Petty Cash Fund Increase Request  
Revised 11/20/2020