

PETTY CASH / CHANGE FUND APPLICATION

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

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://supplychain.berkeley.edu/buying/delegated-authority/lvpa-low-value-purchase-authorization)</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"/>	
If no, explain why:	

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
- 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

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

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

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:
