

## Request for Petty Cash/Maintenance

(Send the original form to Accounts Payable, Oregon Hall and retain copy with Petty Cash Fund)

am using this form	to:				
Establish a p	etty cash fund for officia	al University business			
Change cust	odial responsibility betw	veen employees			
Fund Amount:			Date:		
und Custodian:	Name		Title		
New Custodian: (If changing) Name		Title			
Iniversity business. ecured. The UO A nonies. If approved esponsible for replatersonally responsible.	I was advanced \$ As custodian I undersoccounts Payable Super d, and all procedures are acing missing funds. If, tole for any missing fund arance of petty cash fund	tand that I am respons visor must approve th e followed, I understal however, the approve s. I will report immed	sible for assuring funds e location and method nd that I will not be held d procedures are not fo	are adequately used to secure the d personally ollowed, I will be held	
ustodian Signature		Date			
Department Name	)				
How the Funds W	ill be Secured				
How the Funds Will be Used					
Length of Time A	dvance is Required				
Index to be used f	for Reimbursements				
vill remain primarily Fund activity will be educed or returned	I, I understand that I ma responsible for the cas reviewed regularly. If the	h advance. nere has been little or		nd will either be	
Department Head		Signature		Date	
Accounts Payable Supervis	or	Signature		- Date	