



BRIGHAM YOUNG UNIVERSITY  
Application for Petty Cash Fund

Department & College \_\_\_\_\_ Est. Completion Date \_\_\_\_\_

Custodian Applicant \_\_\_\_\_ Email \_\_\_\_\_

Amount Requested \_\_\_\_\_ Address \_\_\_\_\_

Purpose \_\_\_\_\_

Petty Cash Account #

- 1070 -

(To be assigned by Treasury Services)

**POLICIES AND PROCEDURES**

1. A petty cash fund will be issued to staff members having responsibility for the administration of a budget or other University funds.
2. Send this application to cashfunds@byu.edu. Keep a duplicate copy for your files. If it is approved, allow 5 (five) days for the processing of a check or voucher.
3. The amount requested should be equal to the estimated average monthly expenditure.
4. The fund should only be used for small incidental expenditures.
5. As needed a request for reimbursement form should be submitted to Financial Services. Use form: **Petty Cash Report and Reimbursement Requisition**
6. When the fund is no longer needed, deposit the petty cash at the Cashier's Office to the petty cash account number as indicated above.
7. If custodian responsibilities must be transferred to a new individual or the fund is to be terminated, this petty cash fund should be turned in to the Cashier's Office to the account indicated above, or the successor can apply to have funds transferred to his/her name.

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If this application is approved, I agree to accept personal responsibility for the fund, and if lost, I will become liable to the University. I further agree to comply with the policies and procedures as set forth above.

Signed

\_\_\_\_\_  
Custodian Applicant

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Controller Approval

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Financial Services Approval

\_\_\_\_\_  
Signature Date