

Date:

To: **Teresa Thompson**
Accountant I
Finance Department

From:

Subject: **Action Request:**
Petty Cash
Change Fund

Establish a New Fund

<u>Fund #</u>	<u>Signature of Custodian</u>
<u>Project #</u>	<u>Name of Custodian</u>
<u>Dept.</u>	<u>Address</u>
<u>Div.</u>	<u>Phone Number</u>
<u>Amount Requested \$</u>	<u>Estimated Monthly Usage \$</u>

Modify Amount of Existing Fund

<u>Fund #</u>	<u>Signature of Custodian</u>
<u>Project #</u>	<u>Name of Custodian</u>
<u>Dept.</u>	<u>New Amount \$</u>
<u>Div.</u>	<u>Old Amount \$</u>
<u>Amount Requested \$</u>	<u>Estimated Monthly Usage \$</u>

Change Custodian of Existing Fund

<u>Fund #</u>	<u>Old Custodian Name</u>
<u>Project #</u>	<u>New Custodian Signature</u>
<u>Dept.</u>	<u>New Custodian Name</u>
<u>Div.</u>	<u>Phone Number</u>
<u>Amount \$</u>	<u>New Address</u>

Change Project or Fund of Existing Fund

<u>Old Fund #</u>	<u>New Fund</u>
<u>Old Project #</u>	<u>New Project</u>
<u>Old Dept.</u>	<u>New Department</u>
<u>Old Div.</u>	<u>New Division</u>
<u>Name of Custodian</u>	

FOR FINANCE DEPARTMENT USE ONLY

<u>Custodian Name</u>
<u>Vendor Name</u>
<u>Vendor Number</u>
<u>Finance Dept. Approval:</u>