

# TRINITY UNIVERSITY

## REQUEST FOR PETTY CASH

Department: \_\_\_\_\_

Acct. No.: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chairperson/Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President

Date: \_\_\_\_\_

### Check One:

- \_\_\_\_\_ Establish New Fund  
\_\_\_\_\_ Increase Existing Fund  
\_\_\_\_\_ Change Custodian/Responsible Person

### Type of Fund Requesting:

- \_\_\_\_\_ Imprest Fund  
\_\_\_\_\_ Change Fund

Amount Requested: \$ \_\_\_\_\_

Designated Custodian/Cashier: \_\_\_\_\_

Designated Responsible Person: \_\_\_\_\_

Justification (explain necessity – please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### BUSINESS OFFICE USE

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Denied by: \_\_\_\_\_

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

### Copies to:

Business Office

Acct. Payable

Department