

Vanderbilt University Office of Financial Affairs

Form 305-1: Petty Cash or Change Fund Application

(See form instructions below or
see policies and procedures 305 for more information)

Date: _____ Amount Requested: \$ _____

Department Name: _____ Center #: _____

Request for (check one): Petty Cash Fund OR Change Fund

Duration of Fund: Permanent OR Temporary If temporary, date to be returned: _____

Purpose of Fund: _____

Type of disbursements that will be made from the fund: _____

Reason for the fund and the dollar amount requested. Indicate why the PCard cannot be used. (Attach a memo if more space is needed):

Name of Custodian: _____ Title: _____

Location of Fund: _____ Telephone Number: _____
Building, Floor, & Room number

This fund is issued to the named custodian above and cannot be transferred to another department or custodian without prior approval of the Office of Financial Affairs. If for any reason a fund is no longer needed, this fund must be turned in to the University Cashier, thereby terminating the responsibility of the custodian.

I accept responsibility for safeguarding the above stated cash fund. Additionally I have read and understand the policies and procedures regarding the petty cash /cash fund located on the Office of Financial Affairs website

Signature of Custodian _____ Date _____

Dept Approval: _____ Date _____
Signature of Dean, Director, or Department Head (or designee)

For Office of Financial Affairs Use:

Approved by: _____ Date: _____

Vanderbilt University
Office of Financial Affairs

Instructions for the
Form 305-1: Petty Cash or Change Fund Application

Form 305-1 must be completed to establish a petty cash or change fund. Prepare a check request for the initial cash advance and attach the completed Form 305-1. In addition to completing the application form, please read the policies and procedures, section 305, on the Office of Financial Affairs website, for information and guidance in determining the dollar amount to request, justifying the need for the fund, alternatives to establishing a petty cash fund and selecting a custodian.

- 1) Input the date, department name, amount requested and center number related to the department applying for the fund.
- 2) Check the box related to whether the request is for a petty cash or change fund. See policies and procedures for the definition of each fund.
- 3) Check the box to indicate whether the request for funds will be permanent or temporary. If temporary, input the expected date that the fund will be closed and returned.
- 4) Describe the purpose of the fund.
- 5) Describe or list the type of purchases that will be made from the fund.
- 6) In the box, justify the need for the fund and the amount requested. If this application is to request a petty cash fund, then indicate why the PCard cannot be used as an alternative.
- 7) Enter the name of the Custodian and the Custodian's title and phone number. Indicate the building name, floor and room number where the fund will be located.
- 8) The application must be signed and dated by the Custodian and one of the following individuals: Dean, Director or Department head (or designee).
- 9) Attach the completed form to the check request for the initial cash advance.

Contact the Office of Financial Affairs, Suite 900 Baker Building, Box 356310 Station B, phone number 3-6601, if further assistance is needed.

For details related to the Custodian's responsibilities and instructions for maintaining, accounting for and replenishing the fund, refer to the policies and procedures, section 305, on the Office of Financial Affairs website related to Petty Cash and Change Funds.

<http://www.vanderbilt.edu/accounting>