

Vanderbilt University Office of Financial Affairs

Form 305-2: Revision Request for Petty Cash or Change Fund

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

(1) Date: _____

(2) Department Name: _____ Center # _____

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

(4) Change Requested:

A. Change fund amount: From \$ _____ To \$ _____

B. Change in Custodian:

From: _____

Name

Title

Phone #

To: _____

Name

Title

Phone #

C. Is the fund reconciled per Form 305-4, Petty Cash and Change Fund Reconciliation? Yes
No

(5) Reason for requested change:

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 Form 305-2: Revision Request to Petty Cash or Change Fund

The purpose of this form is to request a change in Custodian or the amount of the initial petty cash or change fund originally advanced. Before any change is initiated, be sure that the fund is reconciled per Form 305-4, Petty Cash and Change Fund Reconciliation worksheet.

Line 1 – Input current date.

Line 2 – Input name of Department and center number in which the fund is located.

Line 3 - Indicate whether the request relates to a petty cash fund or change fund by checking the respective box.

Line 4 (A) –Use this line to request an increase or a decrease in the fund. Input the original authorized amount on the line labeled “From.” On the Line labeled “to” indicate the new amount being requested.

Line 4 (B) – Use this section for a change in Custodian. On the “From” line indicate the current Custodian’s name, title and phone number. On the line labeled “To” indicate the Custodian’s name, title and phone number that the fund is being transferred to.

Line 4 (C)- Reconcile the petty cash or change fund **before** the fund is transferred to or accepted by a new Custodian and **before** increasing/decreasing the dollar amount. This will establish the status of the fund before the change takes place. Use Form 305-4, Petty Cash and Change Fund Reconciliation worksheet to assist in reconciling the fund. Maintain the completed worksheet for the Custodian’s records.

Line 5 – Indicate, in detail, the reason for the change requested on Lines (A) or (B).

Signatures - The form must be signed and dated by the custodian and one of the following: Dean, Director or Department head (or designee). In the case of a change in Custodian, the new Custodian should sign the form. The signature signifies understanding of the Office of Financial Affairs’ policies and procedures and the agreement to safeguard the fund.

Distribution of Form 305-2 upon completion

After the form is completed, distribution of the form and required attachments are as follows:

- **For a change in custodian** - send the form directly to the Office of Financial Affairs to the individual noted below.
- **For an increase in amount-** attach the form to the check request.
- **For a decrease in amount-** send the form directly to the Office of Financial Affairs to the individual noted below. Be sure to attach the cashier’s receipt or the unreimbursed expenses totaling the amount of the decrease. Write the center and account number on each unreimbursed receipt in order for the Office of Financial Affairs to properly record them to the general ledger. Note that only petty cash funds will have receipts as purchases from a change fund are prohibited.

Return completed form to: Office of Financial Affairs, Suite 900 Baker Building, Box 356310 Station B, phone number 3-6601.