**Petty Cash Change Request Form**

To: Financial Analyst, Accounts Payable/Banking/Trust (Financial Services)

Effective , I am requesting the following change(s) to our Petty Cash Account:

* Custodian (New)

(Old)

* Amount (increase/decrease) (New)

(Old)

* For Increase, I would like **Cash** / **Cheque** (please choose one)
* Reasons for Increase/Decrease of the petty cash fund

Department/Location Name

Petty Cash Account # (if known)

Approver’s Name (Print)

(Dean or Department Head)

Approver’s Signature

Date