

Section A

Establish Fund: Complete this section to establish a new petty cash fund. The custodian and the department agree to comply with the Commonwealth of Virginia and George Mason University policies and procedures. The department is responsible for safeguarding the funds and replacing any missing funds, including stolen funds.

Fund Type (Please check one): Change Expenditure

Fund needed by: _____ Date funds to be returned: _____ IRB Protocol No: _____

Purpose: _____

If purpose is to pay research subjects, provide budget amount: _____ Grant end date: _____

Department Name		Amount Requested	Location of Fund (building/room)	Fund or Org Number
Print Custodian's Name	Ext.	G Number	Custodian's Signature	Date
Supervisor's Name	Ext.	G Number	Supervisor's Signature	Date
Office of Sponsored Programs	Date	Assoc. Director of Accounts Payable	Date	Petty Cash Officer
<i>(Funds beginning with 2)</i>				Date

Section B

Change: Please make the following change(s) to the Petty Cash Fund: _____ Department Name

- Increase amount of fund _____ Change in Custodian: *(New custodian must complete and sign below)*
- Decrease amount of fund* _____

** Attach copy of Cash Receipt for funds deposited and/or Petty Cash Reimbursement Form

Total New Amount: _____ Previous Custodian's Name: _____

New Custodian's Name: _____

Change Fund or Org number for this account New Custodian's G Number: _____

Extend End Date: _____ Previous Fund or Org Number: _____

New Fund or Org Number: _____

Explanation: _____

Custodian's Signature	Date	Supervisor's Signature	Date
Office of Sponsored Programs	Date	Assoc. Director of Accounts Payable	Date
<i>(Funds beginning with 2)</i>		Petty Cash Officer	Date

Section C

Close Fund: ** Please close Petty Cash fund for the following department: _____ Department Name

Total Cash Receipt: _____ Total Disbursement: _____

** Attach copy of Cash Receipt for funds deposited and/or a Petty Cash Reimbursement Request Form

Custodian's Signature	Date	Supervisor's Signature	Date
Assoc. Director of Accounts Payable	Date	Petty Cash Officer	Date

Failure to close a petty cash fund in a timely manner (normally 30 days) will result in an immediate deduction of the outstanding amount from the custodian's salary pay check.