



Mail To:  
UC Merced  
Accounting Services  
5200 N. Lake Road  
Merced, CA 95343

## Petty Cash Establishment / Increase Request Form

<b>Department Name:</b> <input type="text"/>		<b>Department Code:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>														
<b>Custodian's Name:</b> <input type="text"/>		<b>Custodian's Employee Number:</b> <input type="text"/>	<input type="radio"/> New Petty Cash														
<b>Custodian's E-mail Address:</b> <input type="text"/>		<b>Custodian's Phone Number:</b> <input type="text"/>	<input type="radio"/> Increase of Fund														
<b>Acct/CC/Fund to be charged:</b> <table border="1"><tr><td>Loc (1)</td><td>Account (6)</td><td>CC (2)</td><td>Fund (5)</td><td>Project (6)</td><td>Sub (2)</td><td>Object (4)</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>		Loc (1)	Account (6)	CC (2)	Fund (5)	Project (6)	Sub (2)	Object (4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Existing Petty Cash #</b> <input type="text"/>	<b>Live Scan Date:</b> <input type="text"/>
Loc (1)	Account (6)	CC (2)	Fund (5)	Project (6)	Sub (2)	Object (4)											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>											
<b>Statement of Purpose:</b> (Required: When <b>Human Subjects</b> research is involved, attach the most current IRB Approval Notice & Human Consent forms)  <input type="text"/>																	
<b>Department address where the money will be located:</b> (check will be mailed to this location) <input type="text"/>			<b>End Date of Petty Cash Fund:</b> <input type="text"/>														
<b>Describe how the money will be secured:</b> (locked, fireproof, immovable, etc.) <input type="text"/>			<b>Requested Dollar Amount:</b> <input type="text"/>														
<b>Custodian's Signature &amp; Date:</b>  Your signature certifies that this request for a Petty Cash Fund is for the purpose of University business and is in compliance with UCM policies and procedures. Any funds unaccounted for will result in a 1099 Miscellaneous Income tax statement being issued to the custodian.																	
<b>Department Head Name &amp; Email:</b> <input type="text"/>		<b>Department:</b> <input type="text"/>															
<b>Department Head Signature &amp; Date:</b> <input type="text"/>		<b>Phone:</b> <input type="text"/>															
<b>Director of Accounting Services Name, Email &amp; Phone:</b> <input type="text"/>		<b>Signature &amp; Date:</b> <input type="text"/>															
<b>For Internal Use Only</b>																	
<b>Approved by Business &amp; Financial Services, Controller, Signature &amp; Date:</b> <input type="text"/>		<b>Processed in AS By/Date:</b> <input type="text"/>															
		<b>New Custodian PCF #</b> <input type="text"/>															

**To open a new petty cash fund, take the following steps:**

Completion of the following steps generally takes around fourteen days.

Task	Steps
<b>1) Submit the application</b>	<ol style="list-style-type: none"><li>1. To open a new petty cash fund, your department needs to complete the <b>"Petty Cash Fund Establishment/Increase Request"</b> form.<ul style="list-style-type: none"><li>○ Be sure to check the box for "New Fund."</li></ul></li><li>2. Submit the completed application (via campus mail) to the address stated on the form.</li></ol> <p>To minimize turn-around time, it is important that all information on the application is clear and complete.</p> <p><b>Note</b> - For funds being used to pay <b>Human Subjects</b>, a copy of the current approved IRB Approval Notice and the Human Consent form is required. Please be sure the principal investigator (PI) on the project has given you the most current approval notice and that the time frame of the petty cash falls within the time frame of the approved IRB.</p>
<b>2) The application is reviewed</b>	<ol style="list-style-type: none"><li>1. Accounting Services reviews the application for completeness, and then forwards it to the Assistant Vice Chancellor for approval.</li><li>2. The AVC approves, and then returns the application to Accounting Services.</li></ol> <p>You will be notified by Accounting Services if the application is not complete or not approved.</p>
<b>3) A Vendor Control Key (VCK) is created</b>	<ol style="list-style-type: none"><li>1. Accounting Services inputs the data to establish a VCK for each new petty cash fund, including the custodian name and related department information as stated on the petty cash application.</li><li>2. Accounts Payable establishes the VCK number, and then notifies Accounting Services.</li></ol>
<b>4) Cash is issued</b>	<ol style="list-style-type: none"><li>1. Accounting Services prepares a CatBuy check request.</li><li>2. Accounts Payable issues the check and mails it to the department/custodian.</li><li>3. The custodian then cashes the check. Monies are to be kept in a safe or locked box in accordance with BUS 49.</li></ol>

**To increase the petty cash amount, take the following steps:**

<b>Task</b>	<b>Steps</b>
<b>1) Submit application</b>	<ol style="list-style-type: none"><li>1. If an increase in the amount of a petty cash fund is needed, your department will need to complete the <b>"Petty Cash Fund Establishment/Increase Request"</b> form.<ul style="list-style-type: none"><li>○ Be sure to check the box for "Increase of Fund."</li></ul></li><li>2. Submit the completed application (via campus mail) to the address stated on the form.</li></ol>
<b>2) Review of application</b>	<ol style="list-style-type: none"><li>1. Accounting Services reviews the application for completeness, and then forwards it to the AVS for approval.</li><li>2. The BFS AVS approves, and then returns the application to Accounting Services.</li></ol> <p>You will be notified by Accounting Services if the application is not complete or approved.</p>
<b>3) Cash is issued</b>	<ol style="list-style-type: none"><li>1. Accounting Services prepares a CatBuy check request using the current VCK number.</li><li>2. Accounts Payable issues the check and mails it to the departmental custodian.</li><li>3. The custodian then cashes the check. Monies are to be kept in a safe or lock box in accordance with BUS 49.</li></ol>