

The University of Tennessee
REQUEST OF PETTY CASH

In accordance with The University of Tennessee Fiscal Policy (**FI0525**), this memo serves as formal request for establishing (temporary or permanent), increasing, and decreasing of a Petty Cash fund. Please process this request accordingly.

Department Name: _____ Date: _____

Petty Cash Account Number: A17- _____ New Account Amount of Request: _____

Increase Temp Permanent Date Needed: _____

New Amount of Petty Cash Fund: _____ Re-Payment Date: _____

Decrease

New Amount of Petty Cash Fund: _____

Check Number: _____

Reason for Request:

Types of Items to be Purchased:

Custodian Name: _____ Custodian Title: _____

Custodian Signature: _____

Director/Department Head Signature: _____

OFFICE OF THE TREASURER USE ONLY:

Vendor#: _____

Payee: _____ Title: _____

Approved by: _____ Date: _____

Return to: Office of the Vice President and Treasurer
301 Andy Holt Tower
Knoxville, Tennessee 37996-0100