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