

NORTHERN ARIZONA UNIVERSITY
REQUEST TO ESTABLISH A PETTY CASH OR CHANGE FUND

TO: COMPTROLLER'S OFFICE FROM: _____ Date _____

Dept Box # _____ Contact Phone # _____ Dept Fax # _____

It is requested that the _____ department be allowed to establish a cash fund in the amount of \$ _____.

Cash will be used for: _____

_____ Check Here For Change of Signature **ONLY**

Department Head Name _____ Signature _____

Fund Custodian Name _____ Signature _____

NAU ID# - Fund Custodian _____ NAU Phone # _____

The Cash Fund will be protected by the following security measures: _____

The above request has been:

_____ Denied (return to requestor)

_____ Petty Cash Fund Approved in the amount of \$ _____.

_____ Change Fund Approved in the amount of \$ _____.

Comptroller's Signature

Check # and Amount of Check

Received By (Signature and Date)

_____ Detailed Procedures sent to Fund Custodian

_____ Date Sent _____