



**CSU  
FULLERTON**

AUXILIARY SERVICES CORPORATION

## Petty Cash Fund Request

Project # \_\_\_\_\_

Date: \_\_\_\_\_

### **Section I: Establishment of Petty Cash Fund**

Complete this section to establish a new change fund

Custodian's Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Permanent/Temporary: \_\_\_\_\_

Date of Return (Temp funds): \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Single Transaction Limit \_\_\_\_\_

Location of Fund (Bldg/Room) \_\_\_\_\_

### **Section II: PROJECT DIRECTOR/AUTHORIZED SIGNATOR APPROVAL**

I have read and agree to the petty cash procedures and understand I am responsible for the fund as the petty cash custodian for the project referenced above.

Custodian: \_\_\_\_\_

Name

Signature

As the authorized signer, I delegate authority to the above named custodian to authorize petty cash fund expenditures on behalf of our department for the project referenced above.

Project Authorized Signer: \_\_\_\_\_

Name

Signature

ASC Authorization Name

Signature

### **Business & Financial Services Use Only**

PE ID

Description (Custodian Name)

Project No.

Check Amount

Invoice/Primary Reference

Date