

University of Florida
Petty Cash Fund
New Fund Information

Department name			
Department ID			
College name			
Custodian name		UFID	
Custodian signature		Date	
Fund amount (\$)			

Note to Custodian: Treasury Management is responsible for the stewardship of the University's cash and investments, including Petty Cash funds. We need assurance that the funds you are requesting will be well safeguarded and appropriately used while under your supervision. Please consider these aspects carefully when answering the questions below.

As the custodian, you are responsible for safeguarding the fund, maintaining its records, and ensuring that it is spent appropriately and in accordance with UF policy.

How will the fund be secured?	
Best Practice: Ideally, funds will be secured in such a way that it can't be carried off. Departments frequently use a lockbox kept in a locked desk drawer or filing cabinet. Funds should never be left unattended or unsecured. It is best to have at least one additional person, other than the custodian, with authorized access to the funds – this facilitates use of funds when the custodian is absent but limits the risk inherent in having multiple people with access to the funds.	
Where will the fund be located? (building, room)	
How will it be secured? (lockbox, locked drawer, etc)	
Who will have physical access to the funds? For example, who will have a key to the lockbox or desk drawer, or access to the lab/office?	
Are all people with access to the funds aware of the procedures regarding the fund?	

How will the fund be used?
Best Practice: Petty Cash funds are intended to be used to make small purchases when using a PCard or other payment methods are unreasonable.

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What type of purchases will the Petty Cash fund be used for?	
What are the estimated expenditures per month? How was this amount calculated?	
How long will the fund be open?	

How will expenditures be documented and reconciled	
Best Practice: All expenditures must be substantiated with a receipt. If money is checked out so a purchase can be made, a log can be used showing the amount checked out and amount returned (see Treasury Management website for example). Petty Cash funds should be routinely counted, and count results documented. The Cash Fund should be reconciled by comparing the amount of authorized fund balance to actual cash and receipt totals. Someone independent of the custodian should perform a reconciliation at least once a month. Management will review and approve all reconciliations for accuracy.	
How will expenditures from the Petty Cash fund be documented?	
How often will the fund be counted and how will those counts be documented?	

Who will have access to the funds?			
List all individuals with direct access to the funds (key to office, combination to safe).			
Name	UFID	Title	Signature

Submit form or an image of the signed form to Treasury Management via email to tmhelp@admin.ufl.edu, fax to 352-846-3576 or mail to S-113 Criser Hall, PO Box 112008, Gainesville, FL 32611-2008 for approval.