How do I set up a Petty Cash or Change Fund?

Tell Me

1. Complete Section 1 of the appropriate paper request form (Petty Cash Fund Request or Change Fund Request form).
2. Route the form to your supervisor and custodian for review and approval.
3. Forward the completed paper form(s) to General Accounting in the Reese building.
4. Once the check is issued, the custodian will be notified by phone or email to pick up the check from General Accounting.

Allow two weeks for processing

Related FAQs

- How do I request a replacement University check that a student or vendor did not receive?
- How do I send a wire transfer payment to the University?
- How do I trace a University direct deposit a student or vendor did not receive?
- How do I set up a Petty Cash or Change Fund?
- How do I change Petty Cash or the Fund custodian?