

Vanderbilt University Finance

Petty Cash/Change Drawer Application Form Instructions

- 1) Read the Petty Cash Policy and Procedures located at <https://finance.vanderbilt.edu/policies/index.php>. The policy and procedures on the Vanderbilt University Finance website provide information and guidance in determining the dollar amount to request, justifying the need for the fund, alternatives to establishing a petty cash fund and selecting a custodian. The policy and procedures also include details related to the Custodian's responsibilities and instructions for maintaining, accounting for and replenishing the fund.
- 2) Fill out the Petty Cash/Change Drawer Application Form on the next page.
 - a) If this application is to request a petty cash fund, please indicate why the Vanderbilt One Card or expense reimbursement cannot be used as an alternative.
 - b) If the fund will be used for project purposes (e.g. grants, faculty funds, etc.) please explain why another form of payment cannot be used as an alternative.
- 3) The application must be signed and dated by the Custodian, Financial Unit Manager and Business Entity Approver.
- 4) Create a Non-PO request in Oracle charging COA 440.05.44410.1070.000.000.000.0.0 to ensure the request routes to Finance for approval. The completed application form must be attached to the Non-PO request. In addition, please email the completed application form to finance@vanderbilt.edu. If the custodian needs to be registered as a new supplier, please attach the application form to the supplier request in Oracle.
- 5) Upon all necessary approvals, a check will be issued to the custodian.

Vanderbilt University Finance

Petty Cash/Change Drawer Application Form

Date: _____

Amount Requested: \$ _____

Department Name: _____

Financial Unit: _____

Please note: New petty cash requests should be charged to **COA 440.05.44410.1070.000.000.000.0.0** in Oracle for processing.

Request for: Change Drawer Fund ☐ OR Petty Cash Fund ☐

Purpose of Fund: _____

Type of disbursements that will be made from the fund: _____

Reason for the fund and the dollar amount requested. (Attach a memo if more space is needed):

Custodian and Location of Fund:

Name of Custodian: _____

Title: _____

Location of Fund: _____
Building, Floor, & Room number

Telephone Number: _____

Signatures

This fund is issued to the named custodian above and cannot be transferred to another department or custodian without prior approval of Vanderbilt University Finance. If for any reason a fund is no longer needed, the fund must be deposited at the bank and a completed Close Form submitted to Vanderbilt University Finance, thereby terminating the responsibility of the custodian.

I accept responsibility for safeguarding the above stated cash fund. Additionally I have read and understand the policies and procedures regarding petty cash /cash drawer funds located on the Vanderbilt University Finance website.

Custodian _____

Date _____

Financial Unit Manager: _____

Date _____

Business Entity Approver: _____

Date _____