



DATE: _____

TO: Banking Services
555 South Howes Street
6015 Campus Delivery
Phone: (970) 491-0597

FROM: _____

SUBJECT: Request for an Increase in an Existing: Petty Cash Fund
Change Fund

(Department name) _____, Dept. # _____ requests an increase in an existing petty cash or change fund in the amount \$_____. The new total, if approved, will be \$_____.

Justification for, proposed use of, additional funds are as follows:

If requested increase is approved, we would like the following denominations:

I certify that the petty cash or change fund will be operated in full compliance with Financial Procedure Instruction 6-2 modified only by any exceptions granted in writing.

(Signature) Department Head

(Signature) Vice President or Dean

Recommended by _____ Date _____
(Signature) BFS Lead Cashier

Approved by _____ Date _____
(Signature) Banking Services Manager

Picked up by _____ Date _____
(Signature) Fund Custodian