



Wilkes University Controller's Office Request for Petty Cash Fund

General Information	
Department	
Budget Manager	
Requestor's Name and Phone	
Custodian "In-Trust"	
Description of the Purpose of the Fund	
Fund Amount Requested	\$

Custodians and Budget Managers : I understand that I am responsible for the security and maintenance of this petty cash fund. I will adhere to the following procedures:

The funds will be locked in a secure place at all times. Theft or loss of petty cash is the responsibility of the department. Any shortage that cannot be rectified will be charged to the Department's operating budget. Custodian will prepare, at least twice annually, a reconciliation of the fund. Any shortage must be reported to the Controller's office immediately.

Petty cash may NOT be used for: employee travel reimbursements or employee travel advances; grant expenditures; payments required to be purchased through a purchase order according to the University Procurement policy; payment to vendors where a purchase order was issued; payments to independent contractors or consultants; bonuses to employees; gift card purchases; sales tax on purchases; personal borrowing.

Any change in fund custodian must be communicated by the Budget Manager to the Controller's Office.

The fund may be subject to surprise audit by a Controller's Office Representative at any time.

Reimbursement requests must contain a detail of all transactions to be reimbursed, and must include all original receipts. Reimbursement will be subject to the University's normal Accounts Payable process and schedule. Reimbursement will be in the form of a check payable to the Custodian listed on this form.

If the cash funds are no longer required, contact the Controller's office promptly to arrange for return of funds.

Custodian Signature	
Budget Manager's Signature (Completed form emailed from Budget Manager is acceptable for approval)	

PLEASE SEND COMPLETED FORM AND SUPPORTING DOCUMENTS TO:

JESSICA SWINGLE, Associate Controller, In the Controller's Office.
jessica.swingle@wilkes.edu