

PETTY CASH FUND APPROVAL FORM

All applicable parts on all pages of this form must be completed and signed in order to establish, amend or close a petty cash fund or to replace the custodian.

1. REQUEST FOR APPROVAL to (check applicable boxes):

- Establish a fund Amend a fund Close a fund Replace the custodian

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| Location: |
| Why necessary: |
| Proposed amount of fund: \$ Justification: |
| Proposed maximum value of single transactions using the fund: \$ Justification: |
| Proposed <input type="checkbox"/> temporary custodian or <input type="checkbox"/> permanent custodian (check one) to sign: I certify by my signature that: I have read Financial Administration Manual Policy 1706 - Accounting for Petty Cash and will adhere to its requirements; I will be personally responsible for petty cash and all related documentation placed in my care; and, I understand that, at the discretion of the Comptroller General, I may be required to repay to the Government any petty cash lost due to my own negligence. Name: Position: Signature: Date: |

Existing custodian to sign if custodian is to be replaced or fund is to be closed:

I certify by my signature that the following items make up the petty cash fund at transfer (to new custodian) or at closing of the fund:

Cash on hand \$ _____

Receipts and verifications
(list and detail - see Directives 4.3.1, 4.4 and 4.6.5)

Total receipts and verifications \$ _____

Total fund \$ _____

Name:

Position:

Signature: Date:

Program Manager or Regional Superintendent responsible for the fund replenishment budget:

Name:

Division:

Department or Program:

Signature: Date:

Director of Finance (or equivalent)

Name:

Signature: Date:

2. APPROVAL OF PETTY CASH FUND, CUSTODIAN, AMENDMENT OR CLOSURE

Approval to be signed by:

Assistant Comptroller General
Accounting Services
Department of Finance

Name:

Position:

Signature: Date:

3. APPOINTMENT OF PETTY CASH CUSTODIAN

New custodian to sign below upon appointment or upon amendment of petty cash fund amount:

I hereby acknowledge receipt of cash and disbursement documents totaling \$
the approved amount of the petty cash fund.

Name:

Position:

Signature: Date: