

PETTY CASH
MAINTENANCE FORM

School/Department Information:

School/Department: _____

Petty Cash Custodian: _____

Please Print

Please indicate requested changes:

Initial Petty Cash Request

Amount Requested: \$ _____ (*not to exceed \$1000.00*)

Change Petty Cash allotment

Increase total allotment from \$ _____ to \$ _____ (*not to exceed \$1000.00*)

Decrease* total allotment from \$ _____ to \$ _____

Close** Petty Cash Account

Amount returning: \$ _____

Change Petty Cash Custodian

From _____ to _____

Other: _____

I have read and understood the Petty Cash Policies, listed in the School/Department Policy books, located under the DCSD website: DCSD Home Page>Business Services>Training.

X _____
Petty Cash Custodian Signature Date

X _____
Administrator Signature Date

Please return form to Accounts Payable

**If decreasing total amount of Petty Cash limit, please send cash and/or receipts of difference, along with this form.*

***If closing total amount of Blue Cash, please send all cash, coins, receipts, etc, along with this form.*