

ARIZONA STATE UNIVERSITY
APPLICATION FOR PETTY CASH FUND
STATE/LOCAL AGENCY/ORGS

Date: _____ Department: _____ Mail Code: _____

Requested Check Delivery Location: _____ Agency/Org: _____

I hereby apply for a petty cash fund in the amount of \$ _____

The fund will be used for the following purpose(s): _____

Types and frequency of the anticipated expenditures: _____

Method of storing the petty cash advance: _____

Please explain why a Purchasing Card would not fulfill department needs: _____

I agree to abide by the regulations for expenditure of petty cash funds, as required in the policies and procedures set forth in FIN 403. I will sign a note for the amount of the fund and I hereby promise to pay Arizona State University in full by the due date. I hereby authorize Arizona State University to deduct the amount from my paycheck, if repayment in full is not made by _____ (Due Date).

In requesting and approving of this petty cash fund application, it is acknowledged that a review has been made of the absolute need for this petty cash fund and that alternate methods, such as procurement cards, are not workable. If this petty cash fund is absolutely needed, the amount requested has been determined to the lowest amount possible.

Applicant Information:

Custodian Name (Print) Title Staff / Faculty ID Number

Custodian Signature Phone Number Fax Number

Approval Signature:

Org Manager or Authorized Signer (Print) Signature Phone Date

Approval Signature for Requests \$500 or greater:

Chief Business or Financial Personnel (Print) Signature Phone Date
for the applicable college or VP division

Student Business Services Review

Date