



Cash Fund

ROUTING	UAR, MSC 4570 uar@nmsu.edu Phone 646-4911 Fax 646-7773
---------	---

Purpose & Process Flow - Please review Business Procedure Manual (BPM) at www.nmsu.edu/~boffice/bpm for policies and procedures affecting cash funds.

Purpose - To request petty cash (funds for incidental minor departmental purchases), temporary cash (funds to provide change for an occasional event), or permanent cash (funds to provide change for on-going daily departmental operations).

Processing Flow:

- Cash Fund Custodian identifies fund type being requested.
- Custodian provides request date, department, MSC, phone number and other information requested on form.
- Custodian prints and signs name.
- Custodian's Supervisor prints and signs name.
- Custodian submits form in person to UAR – Cashier's Department located in Educational Services Building.

SECTION 1: REQUESTOR INFORMATION

Request Date (mm/dd/yyyy): _____ Custodian Name: _____ Phone: _____

E-mail Address: _____ Department: _____ MSC: _____

SECTION 2: REQUEST DETAILS

Fund Type Being Requested:

- Petty Cash Fund (103361-111200) – for incidental minor departmental purchases
- Temporary Change Fund (103360-111300) – for providing change for an occasional event
- Permanent Change Fund (103357-111100) – for providing change for on-going daily operations

Amount of This Request: _____

Amount of Funds Previously Received: _____

Total Cash Fund: _____

This cash fund will be picked up on: _____ and returned on: _____

Fund Purpose(s): _____

Requested Denominations			
Twenties	\$	Quarters	\$
Tens	\$	Dimes	\$
Fives	\$	Nickels	\$
Ones	\$	Pennies	\$

SECTION 3: REQUESTOR APPROVAL

Custodian Printed Name: _____ Signature: _____ Date: _____

SECTION 4: OFFICIAL APPROVAL

Custodian Supervisor Printed Name: _____ Signature: _____ Date: _____

Business Office Approval: _____ Date: _____

Transaction Number: _____ Date: _____