



Return to:
Controller's Office, University Accounting
33 Knightsbridge Road, Piscataway, NJ 08854
Email: pettycash@finance.rutgers.edu

Request to Close Petty Cash Fund

This is a request to close the Petty Cash Fund for

Petty Cash Fund Name: _____

Department Name: _____

UDOLFB _____

Petty Cash Fund Amount: _____

Physical Status of Petty Cash Amount being closed

Cash Total: \$ _____ Receipt Total: \$ _____

Custodian Printed Name _____

Current Custodian Signature _____ (must be actual signature)

Date: _____

Approval: Department Head/Authorized Supervisor Printed Name

Signature of Department Head or Authorized Supervisor of the Custodian)

_____ Date _____