



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

Petty Cash Request to Increase Fund

This is a request to increase the Petty Cash Fund

Date of Request: _____

Petty Cash Fund Current Amount: \$ _____

Petty Cash Requested Increased: \$ _____

Petty Cash Fund Revised Amount: \$ _____

Reason for the increase in funds: _____

Custodian Printed Name (as it appears on Payroll) _____

Custodian Signature: _____ (must be actual signature)

Employee Number: _____

Department Name: _____

Petty Cash Fund Name: _____

UDOLFB _____

Current Physical Location _____

Approval:

_____ Date _____

(Signature of Department Head or Authorized Supervisor of the Custodian)

Printed Name _____

For University Accounting Processing

_____ Date _____

(Signature of University Accounting Approval)

Printed Name _____ Date _____