September 21, 2018

Memorandum

To: Comptroller

From:

Subject: **Request to Increase/Decrease Petty Cash/Change Fund (Form ACCTG-02)**

I request that (Department Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be authorized to update our Petty Cash/Change Fund amount of $(current amount)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Please **Increase/Decrease** (Circle one) our fund by $(amount)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the new amount of $(updated amount)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Justification for the proposed increase/decrease is as follows:

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 I agree to operate the petty cash/change fund in full compliance with UOG’s Petty Cash/Change Fund procedures. The funds and records will be available for any scheduled and/or unannounced audit.

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Petty Cash/Change Fund Custodian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Administrator

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[ ] Approved / [ ] Not Approved

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Comptroller

 Updated: September 2018