



UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN

Administration and Finance  
Business Office

MEMO TO: COMPTROLLER

FROM:

DATE:

SUBJECT: REQUEST TO ESTABLISH A PETTY CASH FUND (FORM ACCTG-01)

I request that \_\_\_\_\_ be authorized to establish a petty cash fund in  
(Department Name)  
the amount of \$\_\_\_\_\_.

Justification for proposed use and estimated monthly transactions is as follows:

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

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

The fund custodian will be, \_\_\_\_\_,  
(Name) (Phone number)

The designated alternate custodian (only during the absence) of the fund custodian is

\_\_\_\_\_, \_\_\_\_\_.  
(Name) (Phone number)  
The cash and records for this fund will be located in \_\_\_\_\_ and will be safeguarded in the prescribed procedures.  
(Building and room)

\_\_\_\_\_  
Petty Cash Custodian Signature

\_\_\_\_\_  
Alternate Petty Cash Custodian Signature

\_\_\_\_\_  
Dean/Department Head Signature

.....  
DO NOT WRITE BELOW THIS LINE

Approved/Not Approved:

\_\_\_\_\_  
Controller

\_\_\_\_\_  
Date