



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN

Administration and Finance
Business Office

MEMO TO: Comptroller

FROM:

DATE:

SUBJECT: Request to Increase/Decrease a Petty Cash Fund (FORM ACCTG-02)

I request that _____ be authorized to increase/decrease
(Department Name) (select one)
our petty cash fund in 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.

Petty Cash Custodian Signature

Dean/Department Head Signature

.....
DO NOT WRITE BELOW THIS LINE

Approved/Not Approved:

Controller

Date