UNIVERSITY OF SOUTH FLORIDA Division of University Controllers Office

REQUEST FOR PETTY CASH FUND

Date:

TO: General Accounting Manager

FROM:

Please consider the following request for a petty cash fund:

Department (area):

Account Number(s):

Amount:

Purpose of fund (name specific types of purchases):

How funds will be secured:

I have discussed the purchases above with ______ in the Purchasing Department and we have agreed that a petty cash fund is appropriate for these incidental purchases.