

Petty Cash and Change Fund - Reduction

Please submit Petty Cash request [HERE](#) or Change Fund [HERE](#).

Petty Cash or Change Fund #:

Date:

Original Petty Cash Fund Amount: \$

Total to Return: \$

New Amount of Petty Cash Fund: \$

RETURN OF FUNDS

Cash to return: \$

Receipts to return: \$

Over/(Short) \$

*Please explain any over/short:

For custodians WITH CashNet access: You may send your excess cash directly to the bank. Enter the CashNet Transaction Number used if you sent cash directly to the bank. Do not send receipts to the bank.

For custodians WITHOUT CashNet access:

Enter your FAU to charge for this fund.
Attach your receipts to this form and/or [request a dunbar pick up](#).

Loc (1)	Account (6)	CC (2)	Fund (5)	Project (6)	Sub (2)	Object (4)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I certify that I have reviewed and verified this report and that all expenditures reported herein are in compliance with University Policies.

Signature of Custodian

Print Custodian's Name

Phone Number or Extension

Signature of Fund Manager

Print Fund Manager's Name

Phone Number or Extension

Instructions to Reduce an existing Petty Cash or Change Fund

Task	Steps
1) Complete the Form	If the full amount of the original Petty Cash or Change Fund is no longer needed the funds can be reduced by completing the " Petty Cash or Change Fund - Reduction " form.
2) Submit the cash (if applicable)	<p>Your options for depositing cash are:</p> <p><u>For those custodians with CASHNet access:</u></p> <ul style="list-style-type: none">• You may send cash directly to the bank and process this transaction in CASHNet. Enter the CASHNet transaction number in the space provided. <p>Please do not enter receipt activity into CASHNet. CASHNet is for cash transactions only.</p> <p><u>For custodians who do not have CASHNet access:</u></p> <ul style="list-style-type: none">• Contact PSC to arrange your cash deposit by requesting a dunbar pick up.
3) Submit the Form	<p>Please submit Petty Cash request HERE or Change Fund HERE.</p> <p>Please allow up to 5 business days to process your request. Please check your ledger before the close of the business month for the credit to your FAU.</p>