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**NEW PETTY CASH FUND JUSTIFICATION REQUEST FORM**

New Petty Cash funds will generally not be authorized except in extremely limited situations, most commonly when there is a need for a change fund to operate a cash register drawer at a retail campus location. Virtually all UNM departments do not require a Petty Cash fund for their purchases and reimbursements, as these transactions are easily facilitated through other standard, existing processes such as P-Card, P-Card Cash Advance, Requisition/Purchase Order and Chrome River reports.



**Department**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Amount Requested** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe how this fund would be used. If this request is NOT for a retail change fund, please also provide a justification as to how existing processes such as P-Card, Requisitions/Purchase Orders & Chrome River payments/reimbursements do not meet your departmental needs:

Printed Name Signature Date

Please submit this form to Unrestricted Accounting – Main Campus at gacal@unm.edu. If we approve your new Petty Cash Fund, we will contact you with instructions on how to proceed.