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. In general, UNM departments no longer require Petty Cash funds for their purchases and reimbursements, as these transactions are easily facilitated through other standard University processes such as P-Card, P-Card Cash Advance, Requisition/Purchase Order and Chrome River reimbursements.

Department____ **Amount Requested** $_______________

Petty Cash Fund Type

- ☐ **Change Fund (for retail sales)**
- ☐ **Research Study Incentive Payments**
- ☐ **Traditional Petty Cash Fund (generally no longer allowable)**

  If a Traditional Petty Cash Fund is requested, please provide a memo detailing the following:

  - Why Pcard or other University business processes don't meet your needs for purchases
  - What types of Purchases would be made
  - The normal amount of these payments
  - The individuals who would be making these payments (faculty, staff, students, other)

Each Department is required to appoint a **Petty Cash Custodian** to oversee their department's Petty Cash Fund.

Required duties of the Petty Cash Custodian:

- Read and be knowledgeable of University Administrative Policy 7210: Petty Cash Fund.
- Complete the University's course on Cash Handling Training as described in University Administrative Policy 7200, Section 1.1.
- Ensure that the total amount of the fund is accounted for at all times.
- Safeguard the actual cash in the fund in a secure location at the department
- Authorize all transactions on the fund.
- Complete a reconciliation whenever there is a change in appointed Custodians, signed by both the current and new Custodian.
- Perform an annual reconciliation of the Petty Cash fund when requested by Unrestricted Accounting at year-end, or at any other time.

1) Who is being appointed to serve as the Custodian for this Petty Cash Fund?

   a. Name ____

   b. Title ____

   c. E-Mail ____

   d. Phone ___________________________

2) Has the Custodian completed the University's Cash Handling training course in accordance with UNM Policy 7200, Section 1.1?

   Yes No

3) Where will the fund be located and how will the actual cash be safeguarded?

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By signing below, I acknowledge that

- The Individual selected as Petty Cash Custodian has completed Cash Handling Training in accordance with UNM Policy 7200, Section 1.1.
- I have read and will abide by UNM Policy 7210: Petty Cash
- The Petty Cash Custodian is required to complete a reconciliation of the Petty Cash fund at least annually, whenever directed by Unrestricted Accounting.

Petty Cash Custodian	Date
Dean, Director or Department Head	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.