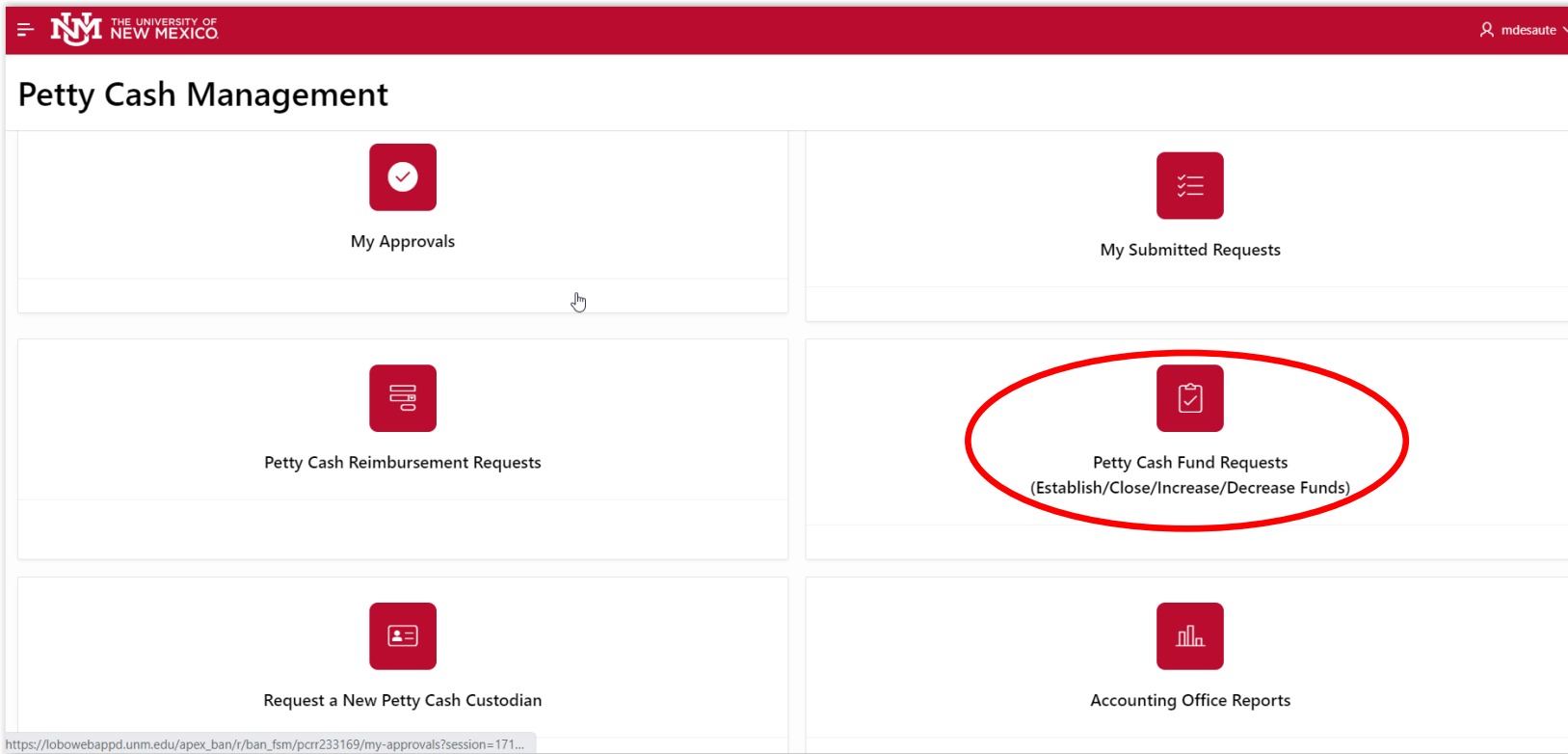



How to Submit a Request to Decrease your Petty Cash Fund

Login to the Petty Cash Management Application at this URL:







https://lobowebapp.unm.edu/apex_ban/r/ban_fsm/pcrr233169/login

Click “Petty Cash Fund Requests (Establish/Close/Increase/Decrease Funds)”



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Petty Cash Management

 My Approvals	 My Submitted Requests
 Petty Cash Reimbursement Requests	 Petty Cash Fund Requests (Establish/Close/Increase/Decrease Funds)
 Request a New Petty Cash Custodian	 Accounting Office Reports

https://lobowebappd.unm.edu/apex_ban/r/ban_fsm/pcrr233169/my-approvals?session=171...

Click "Increase/Decrease Petty Cash Fund"

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Petty Cash Fund Requests

Establish/Close Petty Cash Fund

Increase/Decrease Petty Cash Fund

Release 1.0

Select the Radio Button next to “Decrease Fund.”

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Increase/Decrease Petty Cash Fund

* Action Increase Fund
 Decrease Fund

Select your Petty Cash Fund from the drop-down list.

The screenshot shows a web form titled "Increase/Decrease Petty Cash Fund" with a red header bar containing the University of New Mexico logo and the user name "mdesaute". Below the title, there are radio buttons for "Increase Fund" and "Decrease Fund", with "Decrease Fund" selected. The form fields include: "Petty Cash Fund" (a dropdown menu currently showing "MU Emergency Ops Ctr Petty Cash -"), "Requestor" (a search box), "Supervisor Netid", "Custodian Netid", "Org Code", "Current Fund Amount", "Requested Decrease", "New Total Amount (After Decrease)", and "Justification for Decrease of Funds". A red circle highlights the dropdown menu, which is open to show a list of options: "MU Athletics - 2U0225", "MU Midweek Movie Pc - 2U0228", "MU Lobo Cash - 2U0234", "MU ISR Petty Cash - 2U0270", "MU Emergency Ops Petty Cash - 2U0274" (highlighted in red), "MU Psychology - PCNC Petty Cash - 2U0313", and "GU Land G - 4U0006".

The Requestor's Name will auto-populate.

This close-up shows the "Petty Cash Fund" dropdown menu set to "MU Emergency Ops Ctr Petty Cash -" and the "Requestor" field auto-populated with the name "Martin Desautels(MDESAUTE)".

Select your Supervisor's NetID from the drop-down list.

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Increase/Decrease Petty Cash Fund

Action Increase Fund
 Decrease Fund

Decrease Fund

Petty Cash Fund: MU Emergency Ops Ctr Petty Cash -

* Requestor: Martin Desautels(MDESAUTE)

* Supervisor Netid: Steffany Sandoval(STEFFANY)

* Custodian Netid:

* Org Code: Marsha Baumeister(MBAUMEIS)

Current Fund Amount: **Steffany Sandoval(STEFFANY)**

Requested Decrease: Isabelle Tafoya(IGV)

* New Total Amount (After Decrease): Isabel Gonzalez(ISAGONZALEZ)

Justification for Decrease of Funds: Martin Desautels(MDESAUTE)

Peter Rieckmann(PETEC)

Joyce Germack(JGERMACK)

The Petty Cash Custodian's Net ID, Department Org Code & Current Petty Cash Fund Amount should auto-populate.

* Custodian Netid	Martin Desautels(MDESAUTE)
* Org Code	428A
Current Fund Amount	500

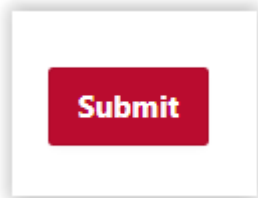
Enter the Requested Decrease to the Petty Cash Fund.

Requested Decrease	100
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Enter the Justification for the Decrease in Petty Cash.

Justification for Decrease of Funds	Ex - Our operations have changed and we no longer need as much cash on hand.
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Once complete, Click "Submit."



The Request will be routed for review and approval. It will route to your Supervisor, your Petty Cash Custodian, and then your Central Accounting Office.

Upon Approval, the submitter will receive an email from Bursars indicating how to deposit the excess funds using their standard Money List process. *****IMPORTANT – The Money List deposit with Bursars MUST credit the department's Petty Cash fund Index and Account Code A0PC.**