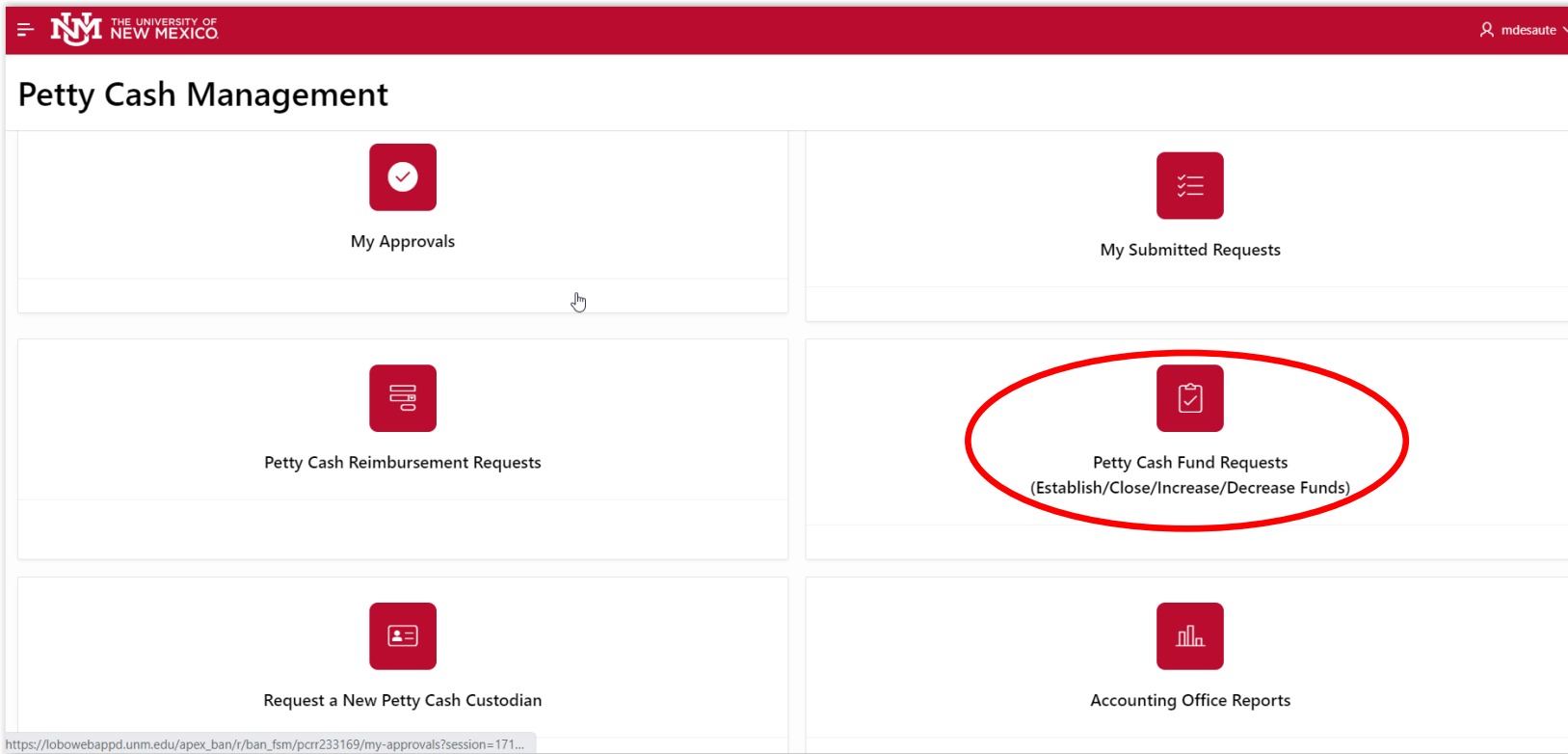



How to Submit a Request to Increase your Petty Cash Fund

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 "Increase 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 a user profile "mdesaute". The form has two radio buttons for "Action": "Increase Fund" (selected) and "Decrease Fund". Below this is a section titled "Increase Fund" containing a form with the following fields: "Petty Cash Fund" (a dropdown menu with a search bar and a list of options), "Requestor" (a search bar), "Supervisor Netid", "Org Code", "Current Fund Amount", "Requested Increase", "New Total Amount (After Increase)", and "Justification for Increase". A red circle highlights the "Petty Cash Fund" dropdown menu, which is open and showing a list of options: "MU Athletics - 2U0225", "MU Midweek Movie Pc - 2U0228", "MU Lobo Cash - 2U0234", "MU ISR Petty Cash - 2U0270", "MU Emergency Ops Ctr Petty Cash - 2U0274" (highlighted in red), "MU Psychology - PCNC Petty Cash - 2U0313", and "GU Land.G - 4U0006". At the bottom of the form, there is a question "Are Exact Denominations Required?" with "Yes" and "No" radio buttons.

The Requestor's Name will auto-populate.

This close-up shows the "Petty Cash Fund" dropdown menu with "MU Emergency Ops Ctr Petty Cash -" selected. Below it, the "Requestor" field is populated with the name "Martin Desautels(MDESAUTE)".

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

Increase Fund

Petty Cash Fund: MU Emergency Ops Ctr Petty Cash -

Requestor: Martin Desautels(MDESAUTE)

Supervisor Netid: Steffany Sandoval(STEFFANY)

Custodian:

Org Code: Steffan Walters(STEF92)

Current Fund Amount: Laurie Steffen(LSTEFF10)

Requested Increase: Steffany Sandoval(STEFFANY)

Stephanie Clapper(MESTEFFI)

New Total Amount (After Increase): Steffen Brown(STEFFEN)

Justification for Increase: Jeanine Steffy(JSTEFFY)

David Steffensen(DJSKOUSE)

* Are Exact Denominations Required? Yes No

* Fund Type: Unrestricted

The Current Fund amount should populate.

Current Fund Amount:

Enter the Requested Increase to the Petty Cash Fund.

Requested Increase

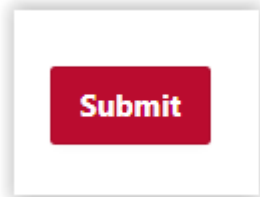
Enter the Justification for the Increase in Petty Cash.

Justification for Increase

Next, indicate whether exact denomination of cash are required for pickup (i.e all \$5 bills, all nickels, etc). If you select "Yes" you can request exact denominations. If not, just select "No."

* Are Exact Denominations Required? Yes No

Once complete, Click "Submit."



The Request will be routed for review and approval to your Supervisor, the Petty Cash Custodian and your Central Accounting office.



Your Petty Cash Fund increase request has been submitted and is pending approval. Your request will route to your supervisor, your requested petty cash custodian followed by your central accounting office (UA or CGA) for approval. You will receive email notifications for each approval step. You can also log in to check status under "My Requests" within this Petty Cash Management (PCM) application. If you have any questions concerning this request, please contact Unrestricted Accounting office at gacal@unm.edu.