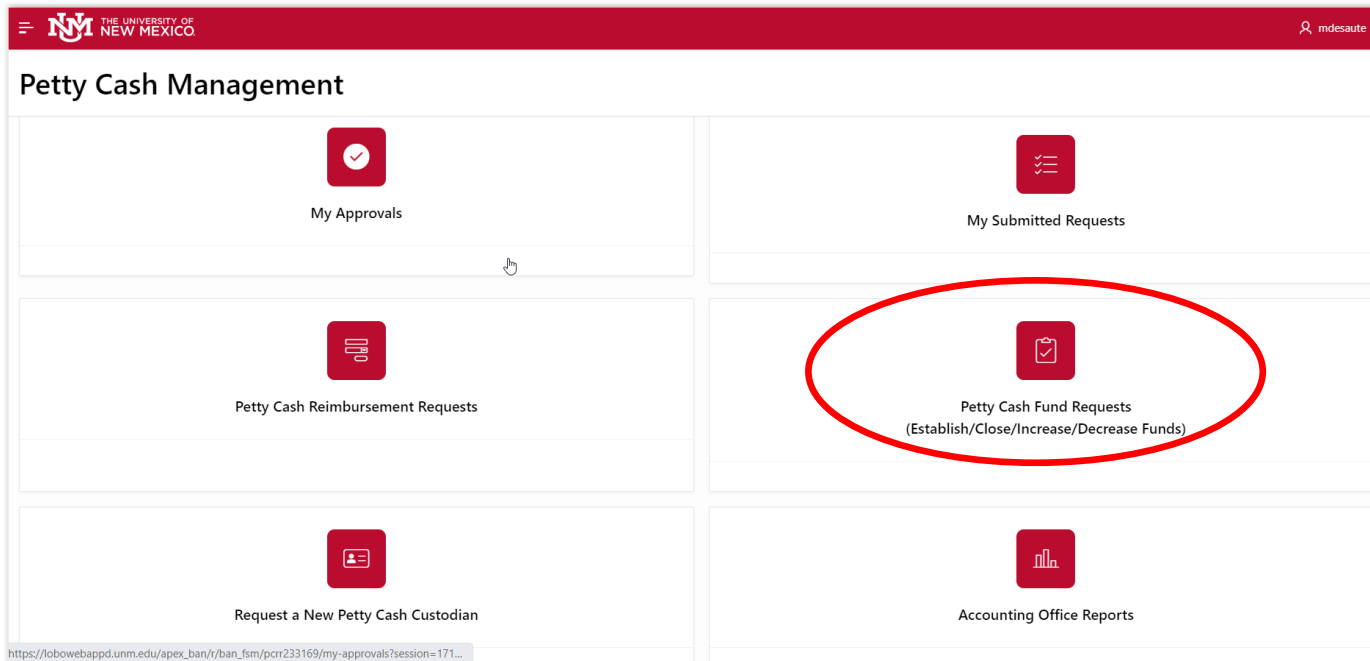# How to Close a Petty Cash Fund

Login to the Petty Cash Management Application at this URL:

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

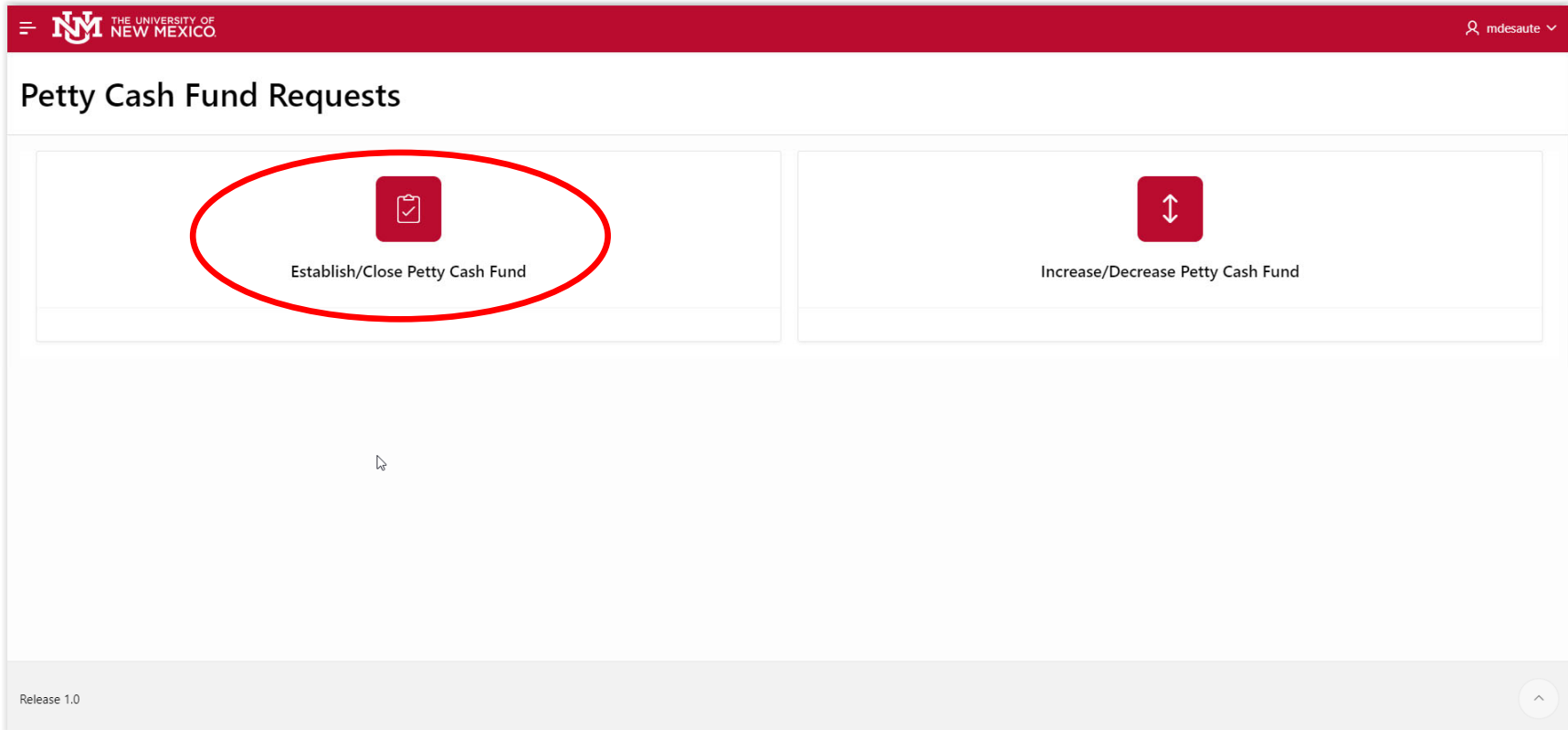**Click "Petty Cash Fund Requests (Establish/Close/Increase/Decrease Funds)**

Click "Establish/Close Petty Cash Fund.

Select the radio button next to "Close Fund."

Establish/Close Petty Cash F

*Action ○ Establish Fund
         ● **Close Fund**

Select the Petty Cash fund to be closed from the drop-down menu.

Petty Cash Fund [⌄]

🔍

Fund Amount

MU Athletics - 2U0225

Supervisor

MU Midweek Movie Pc - 2U0228

MU Lobo Cash - 2U0234

Petty Cash Custodian

MU ISR Petty Cash - 2U0270

Justification

MU Emergency Ops Ctr Petty Cash - 2U0274

MU Psychology - PCNC Petty Cash - 2U0313

GU I and G - 4U0006

The Fund Amount should auto-populate.

Petty Cash Fund	MU Emergency Ops Ctr Petty Cash - ∨
Fund Amount	$500.00

Select your Supervisor from the drop-down menu.

Supervisor	Steffany Sandoval (STEFFANY) ∨
Petty Cash Custodian	🔍 steff
Justification	**Steff**an Walters (STEF92)
	Laurie **Steff**en (L**STEFF**10)
	Steffany Sandoval (**STEFFANY**)
	Stephanie Clapper (ME**STEFFI**)
	Steffen Brown (**STEFF**EN)
	Jeanine **Steff**y (J**STEFF**Y)
	David **Steff**ensen (DJSKOUSE)

The Petty Cash Custodian should auto-populate.

Petty Cash Custodian	Martin Desautels (MDESAUTE)

Provide an explanation as to why the Petty Cash fund is being closed.

Justification	We no longer need Petty Cash for our operation. Purchases are being made with PCard, Purchase Order and Reimbursements through Chrome River.

Once complete, Click "Submit."

The Request will be routed to your supervisor, your requested Petty Cash Custodian and your Central Accounting office for review and approval. You will receive email notifications for each approval step.