

OFFICE OF THE CONTROLLER

URI Treasury - Reconciliation Office
Carlotti Administration Bldg

PETTY CASH / IMPREST / CHANGE FUND APPLICATION / MODIFICATION FORM

Type of Request: Radio buttons for Establish, Change Item, Increase / Decrease, Dissolve

URI Department: [Text Box]

Campus Address: [Text Box]

Fund Custodian/Disbursing Officer: [Text Box]

Phone Number: [Text Box] Email: [Text Box]

Type of Fund: Radio buttons for checking, petty cash, change fund Physical location: [Text Box]

Current Amount of Fund: [Text Box] Revised Amount of Fund: [Text Box]

Purpose of Fund (explain/justify need for petty cash/imprest, include description of all anticipated expense): [Text Box]

If requesting changes to an existing fund, please justify: [Text Box]

Custodian's signature indicates an acceptance of responsibility for the above described fund. Conditioned on Custodian's continued adherence to URI Petty Cash Policy, Custodian is hereby authorized to expense said fund provided that expenditures are consistent with department's stated Purpose of Fund. Noncompliance with Petty Cash Policy will result in forfeiture of fund.

Custodian: [Text Box] date

Dean/Director/Business Manager: [Text Box] date

Vice President / Provost: [Text Box] date

Controller's Office Treasury Use Only:

Checkboxes for Checking, Petty Cash, Change Fund

Account Title: [Text Box] Approved Amount: [Text Box]

Bank Account No.: [Text Box] Chartfield String: [Text Box]

Bank Name: [Text Box] date approved by Treasury Office: [Text Box]