

**ARIZONA STATE UNIVERSITY
APPLICATION FOR PETTY CASH FUND
STATE/LOCAL AGENCY/ORGS**

Date: _____ Department: _____ Mail Code: _____

Agency/Org: _____

Check Delivery Location: ____ Tempe Cashiering ____ West Cashiering ____ Accounts Payable (USB)

I hereby apply for a petty cash fund in the amount of \$ _____

The fund will be used for the following purpose(s): _____

The types and frequency of the anticipated expenditures are as follows: _____

The method of storing the petty cash advance is as follows: _____

Please explain why a purchasing card could not fulfill department needs: _____

I agree to abide by the regulations for the expenditure of petty cash funds, as required in the policies and procedures set forth in FIN 403. As custodian of this cash advance, I hereby promise to pay Arizona State University in full by the due date. I hereby authorize Arizona State University to deduct the amount from my paycheck, if repayment and/or submission of the appropriate expenditure documentation in full is not made by _____ (Due Date).

In requesting and approving this petty cash fund application, it is acknowledged that a review has been made of the absolute need for this fund and that alternate methods, such as procurement cards, are not workable. If this fund is absolutely needed, the amount requested has been determined to the lowest amount possible. NOTE: Any bank or financial accounts that might be opened in a foreign country in conjunction with this cash advance must be in the name of the employee, not Arizona State University. Please consult with your personal tax advisor for possible foreign account reporting responsibilities to the IRS.

Applicant Information:

Custodian Name (Print) Title Staff / Faculty ID Number

Custodian Signature Phone Number Fax Number

Approval Signature:

Org Manager or Authorized Signer (Print) Signature Phone Date

Approval Signature for Requests \$500 or greater:

*Chief Business or Financial Personnel (Print) Signature Phone Date
for the applicable college or VP division*