CHICO STATE | ENTERPRISES

Petty Cash Custodian Form

(Cash Request or Check Request must be attached)

☐ New ☐ Reissue Date _____ Project #_____/Obj# 10100

Project Name:_____

Amount of Petty Cash Fund: $ _____Location of Funds:_____

Name: (type or print)_____
Custodian of funds

_____/_____
Phone # and e-mail

- If petty cash funds greater than $200 are requested, a written justification is required and must be submitted with this form.
- All petty cash funds are subject to unannounced periodic cash counts by Chico State Enterprises.
- Petty cash funds must to be in a secure, locked area and be distributed only by the custodian of the funds.
- Original, itemized receipts are required to clear the funds.
- Petty cash funds should be cleared and reissued once a year in January for all accounts, except grants or contracts, and anytime the custodian changes. Grants and contracts are cleared when the project ends, rather than in January.
- The Project Director is ultimately responsible for the management of these funds. If a Custodian is designated, they are responsible for the safekeeping and distribution of these funds. Authorized signers on the account may be delegated the daily responsibility for securing and clearing the petty cash fund.

_____ _____
Custodian's Signature Date

_____ _____
Project Director's Signature (required if separate custodian) Date

_____ _____
CSE Approval Signature Date

Please refer to the Petty Cash Policy at http://www.csuchico.edu/resp/formspoltravel/form/index.shtml for more details concerning these funds.