



## TEMPORARY CHANGE FUND AUTHORIZATION

100 Campus Center Seaside, CA 93955

I, hereby, authorize \_\_\_\_\_ as custodian of the Petty Cash Fund in the amount of \$\_\_\_\_\_. I understand that the custodian will be personally responsible for this amount. Closing of the fund will only be accomplished after: (1) personal audit of the fund has been made by the employees directly concerned, (2) the entire change fund amount has been returned to the Accounting Office and (3) a receipt has been given to the custodian relieved. Additionally, a copy of such receipt signed by all parties will be delivered to the Accounting Office.

\_\_\_\_\_  
Department Chairperson

\_\_\_\_\_  
Date

### Establish Petty Cash Fund

### Chartstring:

Petty Cash Fund Received by:	Check# Payable to Custodian/Date _____/_____
_____	_____
Custodian	Date
_____	_____
Accounting Officer	Date

### Close Petty Cash Fund

Petty Cash Fund Received by:	Attach petty cash fund audit worksheet and deposit slip.
_____	_____
Accounting Officer	Date
_____	_____
Cashier	Date

### Grants & Contracts Approval (if applicable)

_____	_____
Grants Accountant	Project End Date
_____	_____
Grants Accountant	Date