

**University of Houston -- Downtown
Request for Establishment or Modification
Of Departmental Cash Fund**

Date _____

Department Name: _____

Building _____

Room _____

Account Number _____

Type of Fund:
 Petty Cash
 Change

Action Requested:
 Establish New Fund
 Change Existing Fund
 Close Existing Fund
 Change Custodian
 Other (Please specify): _____

Amount Requested: _____
(Note a purchase voucher for the amount requested must be attached if new fund)

Requested By: _____
(Type or Print) (Signature)

Purpose: _____

Fund Custodian: _____
(Name) (Title)

The Fund will be kept at: _____

Physical Security of Fund: _____

Signatures:

Fund Custodian: _____ Date: _____
(Type or Print) (Signature)

College/Division Administrator: _____ Date: _____
Type or Print (Signature)

Dean /Division Head: _____ Date: _____
(Type or Print) (Signature)

For Business Affairs use only

Request approved by _____ Date: _____

Purchase Voucher# _____ Forwarded to Accounts Payable by _____ Date: _____