

Vanderbilt University Finance

Petty Cash/Change Fund/Subject Participation Application Form

(See form instructions below or see policies and procedures for more information)

Date: _____ Amount Requested: \$ _____

Department Name: _____ Center #: _____

Request for: Change Fund OR Subject Participation OR Petty Cash Fund

Duration of Fund: Permanent OR Temporary Date to be returned: _____
(NOTE: All Subject Participation Funds MUST be Temporary and contain a date to be returned.)

Purpose of Fund: _____

Type of disbursements that will be made from the fund: _____

Reason for the fund and the dollar amount requested. Indicate why either prepaid gifts cards for subject participation or Vanderbilt One Cards for small purchases cannot be used. (Attach a memo if more space is needed):

Custodian and Location of Fund:

Name of Custodian: _____ Title: _____

Location of Fund: _____ Telephone Number: _____
Building, Floor, & Room number

This fund is issued to the named custodian above and cannot be transferred to another department or custodian without prior approval of Vanderbilt University Finance. If for any reason a fund is no longer needed, this fund must be turned in to the University Cashier and a completed Close Form submitted to Vanderbilt University Finance, thereby terminating the responsibility of the custodian.

I accept responsibility for safeguarding the above stated cash fund. Additionally I have read and understand the policies and procedures regarding the petty cash /cash fund located on the Vanderbilt University Finance website.

Signature of Custodian _____ Date _____

Dept Approval: _____ Date _____
Signature of Dean, Director, or Department Head (or designee)

Business Officer Approval _____ Date _____

Approved by: _____ Date: _____
Assistant Controller or Controller

**Vanderbilt University
Finance**

**Instructions for the
Change Fund/Subject Participation/Petty Cash Application Form**

This form must be completed to establish a petty cash or change fund. Prepare a check request for the initial cash advance and attach the completed Application Form. In addition to completing the application form, please read the policies and procedures on the Vanderbilt University Finance website for information and guidance in determining the dollar amount to request, justifying the need for the fund, alternatives to establishing a petty cash fund and selecting a custodian.

- 1) Input the date, department name, amount requested and center number related to the department applying for the fund.
- 2) Check the box related to whether the request is for a change fund, subject participation, or petty cash fund. See policies and procedures for the definition of each fund.
- 3) Check the box to indicate whether the request for funds will be permanent or temporary. All subject participation funds are temporary. If temporary, input the expected date that the fund will be closed and returned
- 4) Describe the purpose of the fund
- 5) Describe or list the type of purchases that will be made from the fund.
- 6) In the box, justify the need for the fund and the amount requested. If this application is to request a petty cash fund, then indicate why either the Vanderbilt OneCard (petty cash small purchases) or Prepaid gift cards (subject participation) cannot be used as an alternative.
- 7) Enter the name of the Custodian and the Custodian's title and phone number. Indicate the building name, floor and room number where the fund will be located.
- 8) The application must be signed and dated by the Custodian, one of the following individuals: Dean, Director or Department head (or designee), and the Business Officer for the respective area.
- 9) Attach the completed form to the check request for the initial cash advance.

Return Completed Application Form along with the signed check request to:
Vanderbilt University Finance
Baker Building, Suite 900
PMB #406310

Contact Vanderbilt University Finance, Suite 900, Baker Building, PMB 406310, phone number: 2-1805, if further assistance is needed.

For details related to the Custodian's responsibilities and instructions for maintaining, accounting for and replenishing the fund, refer to the policies and procedures on the Vanderbilt University Finance website related to Petty Cash and Change Funds. <http://www.vanderbilt.edu/accounting>