

# 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: \_\_\_\_\_ Financial Unit: \_\_\_\_\_

**Please note:** All petty cash requests should be charged to **COA 440.05.44410.1070.000.000.000.0.0** in Oracle for processing. See page 2, step 9 for additional information.

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 \_\_\_\_\_

Financial Unit Manager: \_\_\_\_\_ Date \_\_\_\_\_

Business Entity Approver: \_\_\_\_\_ Date \_\_\_\_\_

**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 non-PO payment request in Oracle 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 COA 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 One Card (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, Financial Unit Manager and Business Entity Approver.
- 9) Attach the completed form to the Non-PO request in Oracle for the initial cash advance. Use **COA 440.05.44410.1070.000.000.000.0.0** in the Non-PO request to ensue this routes to Finance for approval and issuance of a check.

**Email Completed Application Form along to:  
abigail.porter@vanderbilt.edu**

Contact Vanderbilt University Finance, phone number: 5-9284, 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>