

# Vanderbilt University Finance

## Petty Cash/Change Drawer Application Form Instructions

- 1) Read the Petty Cash Policy and Procedures located at <https://finance.vanderbilt.edu/policies/index.php>. The policy and procedures on the Vanderbilt University Finance website provide 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. The policy and procedures also include details related to the Custodian's responsibilities and instructions for maintaining, accounting for and replenishing the fund.
- 2) Fill out the Petty Cash/Change Drawer Application Form on the next page.
  - a) If this application is to request a petty cash fund, please indicate why the Vanderbilt One Card or expense reimbursement cannot be used as an alternative.
  - b) If the fund will be used for project purposes (e.g. grants, faculty funds, etc.) please explain why another form of payment cannot be used as an alternative.
- 3) The application must be signed and dated by the Custodian, Financial Unit Manager and Business Entity Approver.
- 4) Create a Non-PO request in Oracle charging COA 440.05.44410.1070.000.000.000.0.0 to ensure the request routes to Finance for approval. The completed application form must be attached to the Non-PO request. In addition, please email the completed application form to [finance@vanderbilt.edu](mailto:finance@vanderbilt.edu). If the custodian needs to be registered as a new supplier, please attach the application form to the supplier request in Oracle.
- 5) Upon all necessary approvals, a check will be issued to the custodian.

# Vanderbilt University Finance

## Petty Cash/Change Drawer Application Form

Date: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Department Name: \_\_\_\_\_

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

**Please note:** New petty cash requests should be charged to **COA 440.05.44410.1070.000.000.000.0.0** in Oracle for processing.

Request for: Change Drawer Fund  OR Petty Cash Fund

Purpose of Fund: \_\_\_\_\_

Type of disbursements that will be made from the fund: \_\_\_\_\_

Reason for the fund and the dollar amount requested. (Attach a memo if more space is needed):

### Custodian and Location of Fund:

Name of Custodian: \_\_\_\_\_

Title: \_\_\_\_\_

Location of Fund: \_\_\_\_\_  
Building, Floor, & Room number

Telephone Number: \_\_\_\_\_

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### Signatures

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, the fund must be deposited at the bank 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 petty cash /cash drawer funds located on the Vanderbilt University Finance website.

Custodian \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_