

Vanderbilt University Finance

Revision Request for Petty Cash/Change Fund/Subject Participation

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

(1) Date: _____

(2) Department Name: _____ COA # _____

(3) Request for (check one): Change Fund OR Subject Participation OR Petty Cash Fund

(4) Change Requested:

A. Change fund amount: From \$ _____ To \$ _____

B. Change in Custodian:

From: _____
Name Title Phone #

To: _____
Name Title Phone #

C. Is the fund reconciled per the Reconciliation Worksheet? Yes
No

(5) Reason for requested change:

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 _____

For Vanderbilt University Finance Use:

Approved by: _____ Date: _____
Assistant Controller or Controller

Vanderbilt University Finance

Instructions for Revision Request for Petty Cash/Change Fund/Subject Participation

The purpose of this form is to request a change in Custodian or increase/decrease the amount of the initial petty cash or change fund originally advanced. Before any change is initiated, be sure that the fund is reconciled per the Reconciliation Worksheet.

Line 1 – Input current date.

Line 2 – Input name of Department and COA number in which the fund is located.

Line 3 – Indicate whether the request relates to a petty cash fund/change fund/subject participation fund by checking the respective box.

Line 4 (A) – Use this line to request an increase or a decrease in the fund. Input the original authorized amount on the line labeled “From.” On the line labeled “To,” indicate the new amount being requested.

Line 4 (B) – Use this section for a change in Custodian. On the “From” line, indicate the current Custodian’s name, title and phone number. On the line labeled “To,” indicate the name, title and phone number of the Custodian to which the fund is being transferred.

Line 4 (C) – Reconcile the petty cash/change fund/subject participation fund **before** the fund is transferred to or accepted by a new Custodian and **before** increasing/decreasing the dollar amount. This will establish the status of the fund before the change takes place. Use the Reconciliation Worksheet to assist in reconciling the fund. Maintain the completed worksheet for the Custodian’s records.

Line 5 – Indicate, in detail, the reason for the change requested on Lines (A) or (B).

Signatures – The form must be signed and dated by the Custodian, Financial Unit Manager and Business Entity approver. In the case of a change in Custodian, the new Custodian should sign the form. The signature signifies understanding of Vanderbilt University Finance’s policies and procedures and the agreement to safeguard the fund.

Distribution of Revision Request upon completion

After the form is completed, distribution of the form and required attachments are as follows:

- **For a change in custodian** - send the form directly to the University Finance to the individual noted below.
- **For an increase in amount**- attach the form to the Non-PO payment request in Oracle.
- **For a decrease in amount**- send the form directly to the University Finance to the individual noted below. Return any cash to your department’s individual responsible for depositing cash. Return any unreimbursed expenses receipts to your business entity approver (BEA). Your BEA will need to prepare a journal entry to relieve the petty cash fund (440.05.44410.1070.000.000.000.0.0). Write the COA number on each unreimbursed receipt in order for BEA to properly record them to the general ledger. Note that only petty cash funds will have receipts as purchases from a change fund are prohibited.

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

Contact Vanderbilt University Finance, phone number: 5-9284, if further assistance is needed.