Payment Request # (for new accounts and increases)

**REQUIRED INFORMATION FOR ALL ACTIONS (review Petty Cash Policy and Detailed Procedures first):**

Tub Number: Tub Name: \_\_\_\_\_\_\_\_ \_\_\_ Date: \_\_\_\_\_\_

Org Number: Org Name:

Requestor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:

Dept/Program Name (optional):

**CHECK ALL ACTIONS THAT APPLY:**

**OPEN A NEW PETTY CASH FUND - *Custodian must be set up as a vendor if not already set up***

Amount of petty cash fund to be opened:

Business purpose for the petty cash account: \_\_\_\_\_\_\_

*If purpose is for Human Subjects payments, please provide projected end date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodian Name: Custodian HUID:

Custodian Office Address:

**CLOSE A PETTY CASH FUND - *Final detailed reconciliation must be attached***

Reason for closing of account:

A: Total amount expenses to be recorded via journal

B: Total amount of cash/check to be deposited

A + B: Total amount of petty cash fund (must equal full original amount of fund)

**CHANGE AMOUNT OF A PETTY CASH FUND (check one): INCREASE DECREASE**

Original amount of petty cash fund:

New amount of petty cash fund:

Reason for change:

**CHANGE CUSTODIAN – *Account must be reconciled before changing Custodians AND new Custodian must be set up as a vendor if not already set up***

Name of current Custodian: HUID of current Custodian:

Office address of current Custodian:

Name of new Custodian: HUID of new Custodian:

Office address of new Custodian:

**NEW CUSTODIAN CERTIFICATION:** By checking this box, I, the undersigned custodian, certify that these funds will be spent for legitimate Harvard business purposes, and that I will fulfill all Custodian responsibilities as outlined in the Petty Cash Policy.

Custodian Signature (required for all actions) Date

Signature of Local (Department/Unit) Approver (required for all actions) Date

Signature of Financial Dean or Designee (required for all actions) Date

**Departments should send completed, signed forms to their Tub Finance Offices for final approval. This form must be scanned and attached electronically to Payment Requests that fund or increase petty cash accounts; for other actions, Tub Finance Offices retain a paper or scanned copy of this original form.**