

Clemson University  
Petty Cash and Change Funds  
New Fund Information

Type of Fund	<input type="checkbox"/> Petty Cash Fund	<input type="checkbox"/> Change Fund
Department Name		Dept. #
Custodian Name		Emp ID
Custodian Signature		Date
Fund Amount		

**Note to Custodian:** Cash and Treasury Services is responsible for the stewardship of the University's cash and investments, including petty cash and change funds. We need assurance that the funds you are requesting will be well safeguarded and appropriately used while under your supervision. Please consider these aspects carefully when answering the questions below.

**As custodian, you are responsible for safeguarding the fund, maintaining its records, and ensuring that it is spent appropriately and in accordance with CU policy.**

<b>HOW WILL THE FUND BE SECURED?</b>	
<b>Best practice:</b> Ideally, funds will be secured in such a way that it can't be carried off. Departments frequently use a lockbox kept in a locked desk drawer or filing cabinet. It is best to have only two people with access to the funds - this facilitates use of funds when the custodian is absent, but limits the risk inherent in having multiple people with access to the funds.	
Where will the fund be located? (building, room)	
How will it be secured? (lockbox, locked drawer, etc)	
Who will have physical access to the funds? For example, who will have a key to the lockbox or desk drawer, or access to the lab/off ice?	
Are all people with access to the funds aware of the procedures regarding the fund?	

<b>HOW WILL THE FUND BE USED?</b>	
<b>Best practice:</b> Petty cash funds are intended to be used to make small purchases that cannot be made with a Pcard. Funds should be used often enough to require monthly replenishment - if a department is not using the fund often enough to require replenishing monthly, then it should consider decreasing the amount of petty cash, or closing the fund altogether.	
For what type of purchases will the petty cash fund be used?	
What are the estimated expenditures per month? How was this amount calculated?	
How long will the fund be open?	

**HOW WILL EXPENDITURES BE DOCUMENTED?**

**Best practice:** All expenditures must be substantiated with a receipt. If money is checked out so a purchase can be made, a Petty Cash Voucher Form should be completed showing the amount checked out and returned. Petty cash funds should be routinely counted and the count results documented.

How will expenditures from the petty cash fund be documented?

How often will the fund be counted and how will those counts be documented?

**WHO WILL HAVE ACCESS TO THE FUNDS?**

List all individuals with direct access to the funds (i.e. key to office, combination to safe, etc).

Name	Employee ID	Title	Signature

If you are changing custodians, please complete the section below:

Change custodian From: \_\_\_\_\_ To: \_\_\_\_\_

New Custodian Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Custodian Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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

Campus Address: \_\_\_\_\_

This fund and responsibility is issued to the above named custodian. I, \_\_\_\_\_, accept the above stated petty cash/change fund with the understanding that I have read the Petty Cash/Change Funds Policy and Related Procedure and am personally responsible for the proper safekeeping and use of said funds. It is further understood that I will be personally liable for all shortages and losses. I understand that a reconciliation and verification of the petty cash/change fund should be conducted on a regular basis.

Custodian Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Submit form to Cash and Treasury Services, 108 Silas N. Pearman Blvd., Clemson, SC 29634-5314

