



The Request for Petty Cash or Change Fund form is completed by the identified custodian of the fund and submitted to Division of Finance-Accounting at [umcacctservices@missouri.edu](mailto:umcacctservices@missouri.edu).

Once approved, a PC Custodian Supplier Request and Payment Request will need to be completed to obtain the funds. Checks processed during the AP Check Cycle will be available in Division of Finance-Accounting on Wednesdays after noon and can be cashed at the Division of Finance-Cashier's Office.

Division node	Department name	Date of request
		<input type="text"/>

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**Fund Details**

Name of fund

Purpose of fund

Name of custodian

Amount needed

Denominations needed

Anticipated time needed (start & end dates)

Location of the fund (room# & building)

Description of security to be provided for fund

Who will have access to the fund?

## Certification and Approval

As the identified PC Custodian, I accept responsibility for security and accountability of the requested fund. I agree to maintain this fund in accordance with University policies and procedures.

PC Custodian (signature & title)

Date

Administrative Superior of Custodian (signature & title)

Date

Division Fiscal Officer (signature)

Date