

## Cash Fund Request Form – Purpose & Process Flow

Please review [Business Procedure Manual](#) (BPM) for policies and procedures affecting cash funds.

**Purpose** - To request petty cash (funds for incidental minor departmental purchases), temporary cash (funds to provide change for an occasional event), or permanent cash (funds to provide change for on-going daily departmental operations).

### Processing Flow -

- Cash Fund Custodian identifies fund type being requested.
- Custodian provides request date, department, MSC, phone number and other information requested on form.
- Custodian prints and signs name.
- Custodian's Supervisor prints and signs name.
- Custodian submits form in person to UAR – Cashier's Department located in Educational Services Building.

Exhibit C

New Mexico State University
University Accounts Receivable
Cash Fund Request Form

Fund type being requested:

Petty Cash Fund (103361-111200) – for incidental minor departmental purchases

Temporary Change Fund (103360-111300) – for providing change for an occasional event

Permanent Change Fund (103357-111100) – for providing change for on-going daily operations

Request Date (mm/dd/yyyy): \_\_\_\_\_

Department: \_\_\_\_\_ MSC: \_\_\_\_\_ Phone #: \_\_\_\_\_

Amount of This Request: \$ \_\_\_\_\_

Amount of Funds Previously Received: \$ \_\_\_\_\_

Total Cash Fund: \$ \_\_\_\_\_

This cash fund will be picked up on \_\_\_\_\_ and returned on \_\_\_\_\_

Fund Purpose(s): \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Custodian Name (please print): \_\_\_\_\_

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

Custodian's Supervisor's Name (please print): \_\_\_\_\_

Custodian's Supervisor's Signature: \_\_\_\_\_

Requested Denominations

Table with 2 columns: Denomination, Amount. Rows: Twenties, Tens, Fives, Ones.

Table with 2 columns: Denomination, Amount. Rows: Quarters, Dimes, Nickels, Pennies.

Business Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Transaction Number: \_\_\_\_\_ Date: \_\_\_\_\_