

**The University of Tennessee**  
**REQUEST OF PETTY CASH**

In accordance with The University of Tennessee Fiscal Policy (**FI0525**), this memo serves as formal request for establishing (temporary or permanent), increasing, and decreasing of a Petty Cash fund. Please process this request accordingly.

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Petty Cash Account Number: \_\_\_\_\_ New Account  Amount of Request: \_\_\_\_\_

**Increase**  Temp  Permanent Date Needed: \_\_\_\_\_

New Amount of Petty Cash Fund: \_\_\_\_\_

**Decrease**  Amount Returned \_\_\_\_\_ Re-Payment Date: \_\_\_\_\_  
(attach deposit receipt)

New Amount of Petty Cash Fund: \_\_\_\_\_

Check Number: \_\_\_\_\_

Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_

Custodian Name: \_\_\_\_\_ Custodian Title: \_\_\_\_\_

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

Director/Department Head Signature: \_\_\_\_\_

To be completed by the Business Office

Vendor#: _____	
Payee: _____	Title: _____
Approved by: _____	Date: _____

**Return to: Business Services**  
**111 Administration Building**  
**Martin, TN 38238**