



PETTY CASH FUND REQUEST

Instructions: Complete form and transmit to Project Administrator

PROJECT IDENTIFICATION

Project Title	RF #	Budget Category
Address		CUNY Unit

PROPOSED CUSTODIAN(S)

Name - PRINT	Position	Signature
1.		
Name - PRINT	Position	Signature
2.		

<p>1. Amount required: \$ _____</p> <p>2. Why is cash fund needed? _____ _____</p> <p>3. For what period is the cash needed? From ____/____/____ to ____/____/____</p> <p>4. What safekeeping measures will be used? _____ _____</p>
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I certify that I am the Project Director/Principal Investigator of this project and accept the responsibility to give full accounting for this petty cash advance.

Signature

Date

APPROVALS (RF use only)

Fiscal	Date
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