

Western Illinois University Foundation

Petty Cash Certification Form

__ New Petty Cash Fund

__ Petty Cash Fund Change

Account # Holding/Disbursing Petty Cash: 8- _____

Account Name: _____

Petty Cash Fund Establishment:

Requested amount of petty cash fund: \$ _____

Documentation of Need of petty cash fund (state reasons you need the fund):

Petty Cash Custodian Assignment:

Fund Custodian: _____
(print or type name)
WIU ID #
Signature

I, _____, certify that I have read, understand, and will abide by the Western Illinois University Foundation Policy on Petty cash. Should I break the policy, I understand that my role as petty cash custodian will be revoked.

Signature

Foundation Accounting Review/Approval:

This request has been approved/denied for the following reasons:

(circle one)

Signature