

## Requesting a Petty Cash Fund

To establish a petty cash fund (or increase an existing fund) a request should be sent, via email, to your Dean, Director or VP describing the purpose of the fund and the dollar amount considered necessary. If your Dean, Director or VP approves, they should then forward the email to the Comptroller at [j.braungard@hvcc.edu](mailto:j.braungard@hvcc.edu), indicating their approval.

Upon authorization by the Comptroller, the Accounts Payable office will issue a check to the staff person who has been identified as the custodian of the petty cash fund. The custodian will be notified when the check is ready for pick up. At the time the check is picked up, the custodian will sign the Petty Cash Authorization form.

Please see posted documents:

- Petty Cash Authorization - informational only, will be completed by Accounts Payable Office
- Petty Cash Procedures - reference
- Petty Cash Receipts – for use, print & clip
- Petty Cash Reimbursement Form – complete online & print
- Partial Payment Request – print and complete