

Procedures for setting up petty cash fund

- Request sent via email or snail mail to Controller, John Smiell in Brandywine Room 200
- Attached must be a disbursement request payable to the new custodian with name written with PCC (petty cash custodian) after it e.g. John Doe PCC. Total amount of the fund should be the amount requested on that form
- G/L must be left blank and disbursement request must be signed by the authorized Datatel Approver in your office
- Once approved by Controller, the check will be issued and the check given to the new custodian
- Check can be cashed at bank on campus