

## Petty Cash Request Form



**BAU**  
Bay Atlantic  
University

**Department:**

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**Requested By:**

---

**Amount Requested:**

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**Date:**

---

**Description:**

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**Approved By:**

---

**Signature:**

---

**Received By:**

---

**Signature:**

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## Petty Cash Custodial Agreement



**BAU**  
Bay Atlantic  
University

As the designated custodian of these funds for the department of \_\_\_\_\_,

I \_\_\_\_\_ acknowledge receipts from Bay Atlantic University, the principal sum of \_\_\_\_\_, (\$\_\_\_\_\_).

Choose One \_\_\_\_ Payment in full must be completed by \_\_\_\_\_

\_\_\_\_ Expiration of this note is \_\_\_\_/\_\_\_\_/\_\_\_\_.

My signature indicates my intent to comply with the policies and procedures set forth in the Financial Policies and Procedures Manual, 5.86 Petty Cash Policy, regarding cash management and security, maintaining records of petty cash expenditures, and collecting and maintaining itemized original receipts. Records and receipts will be maintained to support all expenditures from the petty cash fund. The receipts must be original, itemized and show evidence of being "paid".

Each department is required to maintain supporting documentation when operating a petty cash fund. This documentation should include, but is not limited to, the original check request and receipts for any unreimbursed expenditures from the fund. Funds cannot be used for expenditures that are prohibited by University policy.

In the event of severance of my employment with Bay Atlantic University, the advance shall become due and payable immediately. In the event of default in the payment of this Note, the holder of this agreement may without notice, demand, protest, or other formality accelerate the balance due and demand the entire balance due immediately.

This Petty Cash Custodial Agreement is governed in all respects by the laws of the District of Columbia and cannot be transferred to another individual.

Employee Name

Employee Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By (Department)

\_\_\_\_\_

Approved By (CFO)

\_\_\_\_\_

## Petty Cash Log

(Use the Excel version on the shared drive)



**BAU**  
Bay Atlantic  
University

BEGINNING BALANCE

\_\$ \_\_\_\_\_

REPORTING  
PERIOD

From \_\_\_\_\_  
To \_\_\_\_\_

Date	Received	Paid To	Brief Description	Approved By	Cash Out	Cash In	Balance
<b>TOTAL</b>					\$	\$	\$

Final Balance	\$
Cash on Hand	\$
Difference	\$
Petty Cash Reimbursement	\$
Petty Cash Refund	\$
Balance Forward	\$