



1. Complete form and submit to the Department Head for approval.
2. Once approved, the Department Head will submit the request via email to the Cashier Office at:
bursarcashieroffice@kennesaw.edu
3. Cashier Office will review and process form. Once process is complete, the requester will be notified via email.
4. Petty Cash Fund must be returned to the Cashier Office promptly when event or purpose has ended.

Requested by (please print) _____ **Amount Requested** _____

Date Requested _____ **Extension** _____

Department Name _____

Purpose

Safe keeping details of the Fund -

☐

Locked Cash box

☐

Safe

☐

Camera

Department Head Approval (print & sign) _____

Bursar's Office Approval _____ **Date** _____

Agreement
<p><i>Petty Cash Fund must be kept in a secured location and can only be used for the purpose requested</i></p> <p><i>Fund must be made available for random verification audits by the Bursar's Office</i></p> <p><i>Employee is liable for any advanced funds that are lost or stolen.</i></p> <p>4.9.7 Employee and Institution Accountability of Funds Advanced</p> <p><i>Each employee receiving cash fund shall sign and date the authorization form acknowledging receipt of funds. All employees are fully responsible for funds advanced to them and shall account for the funds in accordance with BOR regulations.</i></p> <p>Policy link -</p> <p><i>I have read this document and agree to the terms and conditions. I acknowledge receipt of these funds.</i></p> <p>Signature _____ Date _____</p>