NORTHERN ARIZONA UNIVERSITY REQUEST TO ESTABLISH A PETTY CASH OR CHANGE FUND

TO: <u>COMPTROLLER'S OFFICE</u> FROM:	Date
Dept Box # Contact Phone # _	Dept Fax #
It is requested that the	department be allowed to
establish a cash fund in the amount of \$	
Cash will be used for:	
Check Here For Change of Signature ONLY	
Department Head Name	Signature
Fund Custodian Name	Signature
NAU ID# - Fund Custodian	NAU Phone #
The Cash Fund will be protected by the following secu	urity measures:
The above request has been:	
Denied (return to requestor)	
Petty Cash Fund Approved in the amount of \$.
Change Fund Approved in the amount of \$	
Comptroller's Signature	
Check # and Amount of Check	Received By (Signature and Date)
Detailed Procedures sent to Fund Custodian	Date Sent