

Establish Petty Cash Funds

To: Craig VanNice, CFO, Board Clerk

From: Petty Cash Fund Custodian

This is a request for establishing a change fund in the amount of _____
located at _____.

Building/Dept Administrator

Date

Approved:

CFO, Board Clerk or Business Manager

Date



Close Petty Cash Funds

To: Petty Cash Fund Custodian

From: Craig VanNice, CFO, Board Clerk

This is to acknowledge the closure of the change fund in the amount of _____
located at _____.

CFO, Board Clerk or Business Manager

Date