



# Request to Establish / Change Revolving Cash Account

Date: \_\_\_\_\_

To: Executive Director of Fiscal Services

From: \_\_\_\_\_

Please issue a Revolving Cash Account in the amount of \$ \_\_\_\_\_ for our use at \_\_\_\_\_  
(school/department)

Please increase the Revolving Cash Account at \_\_\_\_\_ (school/department)  
from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

Please transfer the Revolving Cash Account in the amount of \$ \_\_\_\_\_  
from \_\_\_\_\_ (principal or administrator)  
to \_\_\_\_\_ (principal or administrator)  
for \_\_\_\_\_ (school/department).

I have read the instructions for the use of this fund and accept the responsibility for it as indicated, *including opening and maintaining a separate bank account.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

## Approval

\_\_\_\_\_  
Name of Approver Title

\_\_\_\_\_  
Name of Approver Title

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

cc: Internal Auditor