



Please review the Dalhousie University Petty Cash Policy and Cash Handling Policy on Financial Services website under the Policies section

**Please complete either the application or change form section.**

<b>Petty Cash Application Form</b>	
This is to certify, I have read and will comply with the Petty Cash Policy & Procedure.	
<b>Petty Cash Custodian Name</b>	<b>Dalhousie ID</b>
<b>Signature of Petty Cash Custodian</b> _____	
<b>Purpose of Fund</b>	
<b>Amount</b>	<b>Fund/Orgn (5 digits)</b>

<b>Petty Cash Change Form</b>
<b>Change Details</b>
<b>Fund/Orgn (5 digits)</b>
<b>Original Balance of Petty Cash</b>
<b>Increase/Decrease requested</b>
<b>New Balance of Petty Cash</b>

Please complete either the petty cash application portion or the petty cash change portion. Complete a cheque requisition form or deposit advice form as applicable for the increase or decrease request. **Please do not send cash through the mail.**

**APPROVAL**

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorizing Signature