Western Illinois University Foundation

Petty Cash Certification Form

☐ New Petty Cash Fund
☐ Petty Cash Fund Change

Account # Holding/Disbursing Petty Cash: 8- _____
Account Name: _____

Petty Cash Fund Establishment:

Requested amount of petty cash fund: $ _____

Documentation of Need of petty cash fund (state reasons you need the fund):

_____
_____
_____
_____

Petty Cash Custodian Assignment:

Fund Custodian: _____ _____
(print or type name) WIU ID # Signature

I, _____, certify that I have read, understand, and will abide by the Western Illinois University Foundation Policy on Petty cash. Should I break the policy, I understand that my role as petty cash custodian will be revoked.

_____
Signature

Foundation Accounting Review/Approval:

This request has been approved/denied for the following reasons: