

# PETTY CASH FUND

## ADVANCE REQUEST AND PAYROLL DEDUCTION AUTHORIZATION

I, \_\_\_\_\_, (Employee ID# \_\_\_\_\_) request a Regular/Temporary Petty Cash Fund Advance in the amount of \$ \_\_\_\_\_. Custodian of this fund will be \_\_\_\_\_, (Employee ID# \_\_\_\_\_) (Checks will be issued in this name).

I agree to maintain this advance in accordance with the University of Miami Petty Cash Fund Policies and Procedures. I have received and read a copy of the current Petty Cash Fund Policy and Procedures.

In the event of any of the following, I authorize the University of Miami to deduct from any monies due me from the University the amount of my Petty Cash Fund in order to affect its return to the University.

1. My written request for the University to exercise this payroll deduction.
2. My failure to maintain this Petty Cash Fund in accordance with the University's policies and/or procedures as amended.
3. My failure to confirm the Petty Cash Fund in a timely manner.
4. Theft or other loss of Petty Cash Fund.

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SIGNED  
Fund Custodian:  
Person primarily responsible for  
Petty Cash Fund.

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SIGNED  
If custodian is not an authorized  
signer of an account then this line  
should be signed by Account Signatory.