

PETTY CASH DISSOLUTION FORM



BROWN

INSTRUCTIONS:

USE THIS FORM TO:

DISSOLVE A PETTY CASH FUND

Please complete page one of this form, including the signature of the Cost Center Manager.

Scan and email the entire form page one and two) to the following email: nichole_curley@brown.edu or donna_summer_white@brown.edu for approval.

Once approved, the Controller's Office will return the signed form via scan to the Cost Center Manager or the Responsible Person.

Please also complete the Cashier's Office Department Deposit Form that can be found on the Cashier's Office website.

Bring both completed and signed forms to the Cashiers' window to complete the transaction.

Upon the fulfillment of the transaction, please complete the Cashier's Window section on page two, including signature and date, and leave at the Cashier's Window for our records. It is recommended that you retain a copy of the form for your own records.

The Controller's Office is located at 350 Eddy Street - SSL Floor #4

The Cashier's Window is located at the Brown Business service Center (BBSC), Page-Robinson Hall, 69 Brown Street, 2nd floor.

Type of Request: Dissolve

Brown Cost Center Number and Description: _____

Cost Center Manager: _____

Phone Number and Email: _____

Responsible Person and their Work Day Role: _____

Designated Custodian and their Work Day Role: _____

Cost Center Location: _____

Current Amount in Fund Returned: _____

Cost Center Manager's signature indicates an acceptance of responsibility for the above described fund. Conditioned on the Cost Center Manager's continued adherence to Brown's **Petty Cash Policy**, (hyperlink) Cost Center Manager is hereby authorized to expense said fund provided that expenditures are consistent with department's stated Purpose of Fund. Noncompliance with Petty Cash Policy will result in forfeiture of fund.

Cost Center Manager: _____

Date: _____

Controller's Office Use Only:

Cost Center returning the cash: _____

Driver Worktag: _____

Ledger Account: 11200:Petty Cash

Worktag: Spend Category: Petty Cash (1121)

Approved Amount: _____

Signature of Approval: _____ Date approved by Controller's Office: _____

Below to be signed at the Cashier's window following the Return of petty cash:

Approved amount Returned: _____

Signature of party returning approved amount: _____

Date: _____

Role and cost center of party returning approved amount: _____