

**City of Newport News
Department of Finance**



MEMO TO: Finance Director

FROM:

DATE:

SUBJECT: Request to Establish a Petty Cash Fund

I request that _____ be authorized to establish a petty cash fund in
(Department Name)

the amount of \$ _____.

Justification for proposed use and estimated monthly transactions is as follows:

If approved, I certify that the petty cash fund will be operated and maintained by the designated fund
custodian _____, _____ or the designated alternate
(Name) (Phone #)

custodian acting in his/her absence _____, _____. The cash
(Name) (Phone #)

and records for this fund will be located in _____.
(Building and room)

The funds and records will be available for any scheduled and/or unannounced audit.

Petty Cash Custodian Signature

Department Head Signature

DO NOT WRITE BELOW THIS LINE

Approved _____
Finance Director

Date