



Accounting Office
Chaparral Hall, Room 104
5500 University Parkway
San Bernardino, CA 92407-2397
PHONE (909) 537-5153 * FAX (909) 537-7604

CLOSURE OF A PETTY CASH OR CHANGE FUND

Please return this form to the Bursar's Office in UH - 035 with the appropriate information and signatures filled in below along with the cash from the fund.

Department/Office: _____

Amount of Fund: _____

Cash-Out Date: _____

Cash-In Date: _____

Purpose of Fund: _____

Reason for Closure: _____

Petty Cash Custodian: _____

Signature of Custodian: _____ Date: _____

Name of Department Head Authorizing Fund: _____

Authorizing Signature: _____ Date: _____

Signature of Receipt: _____

(signed by Bursar's Representative)

Date Money Received: _____

Office Use Only:

Original to Bursar _____

Bursar please send a copy to: General Accounting _____ Director's Office _____