

UCSC - Close Cash Fund

Important: Form must be filled out in [Adobe Reader](#) or Acrobat Professional 8.1 or above. To save completed forms, Acrobat Professional is required. For technical and accessibility assistance, contact the [Campus Controller's Office](#).

Form questions: finpolicy@ucsc.edu

Section 1: Department / Custodian

Request Date: _____ Department / Unit: _____

Name of Custodian: _____

Section 2: Fund Information

Fund is being closed: Permanently Temporarily

Fund Type: Change Fund Petty Cash

Amount of unreimbursed receipts attached: _____

Note: *Applicable to Petty Cash accounts only*

Amount of cash returned (attach Cashier's receipt): _____

Total : _____

Stated amount of fund: _____

Discrepancy between 'Total' and 'Stated amount' (if any): _____

Explain any discrepancy: _____

Section 3: FOAPAL Information for unreimbursed receipts

Fund	Organization	Account	Activity	Amount	
					TOTAL

Section 4: Approval signatures

Custodian's Signature	Print Name	Date	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Department Head's Signature	Print Name	Date	Phone
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Section 5: Submit Information

Include or attach receipt for returned cash (obtained from the Cashier's Office). When this form has been completed, signed by the custodian and approved by the Department / Unit head:

Submit to: FAR
 Mailstop: Accounting Office
 or Fax: (831) 459-5037