

Columbia University Office of the Controller

Petty Cash Administration Form – To Close a Petty Cash Fund

Petty Cash Fund #

School or Administrative Area

Dept Phone Number

Instructions:

- 1) Complete each field below. Use a separate form for each Petty Cash fund.
- 2) Scan original signed form, along with any required attachments ([see Petty Cash Checklist](#)),
- 3) Email administration form to pettycash@columbia.edu for Morningside departments only. CUMC department requests should be submitted to CUMC Deputy Controller Raquel Marin-Oquendo rm2698@cumc.columbia.edu or Manager Internal Controls & Compliance -Christopher J. Cariello cc3412@cumc.columbia.edu.
- 4) Please allow 2 weeks for processing.
- 5) Final confirmation from Controller's Office will be required to validate closing of a petty cash fund.

Name of Custodian

UNI of Custodian

Department Number

Project # for Petty Cash Fund
(i.e. UR005896)

Segment

Dollar Amount of Fund

Amount Credited to Natural Account 11990

I certify that this Petty Cash Fund has been reconciled according to policy and approved by the appropriate DAF. I have submitted all receipts/reimbursements and attached all required documents to close out this petty cash account.

Custodian Signature

Custodian UNI

Date

DAF Approval Signature (Dept head or PC designated DAF)

DAF UNI

Date

CUMC Office of the Controller Approval Signature (Required of all CUMC PC Funds ONLY.)

Date