

Columbia University Office of the Controller

Petty Cash Administration Form – To Establish a New 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.

Name of New Custodian (Type in full name - must be full time officer or staff employee)

Title of Custodian

UNI of Custodian

Department Name

Department Number

Office Mailing Address

Dollar Amount of Fund

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

Segment
(i.e. 00000000)

IRB Approval #(for Human Subjects PC Accounts Only

Physical location and method for safeguarding of the Petty Cash Fund

Reason for the fund (be specific, include business purpose plus grant title & number, plus other info as required if applicable. Please add a comment confirming the method of securing the fund.

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