PRO-U5351.12A Obtain Petty Cash and Change Funds

**Action by:**

Financial Manager


Bursar or designee

2. Evaluates fund request.
   2a. If approves, signs Authorization form and returns a copy to Financial Manager.
   2b. If does not approve, states reason on the form and returns a copy of the form to the Financial Manager.

Financial Manager

3. If approved, completes WWU Purchase Form requesting check in the amount of the fund, payable to the fund custodian. Attaches copy of Authorization Form and forwards Purchase Form to Accounts Payable for processing.

Accounts Payable

3. Processes check request and delivers check to University Cashier’s office.

University Cashier

4. Informs custodian that petty cash fund check is available to be cashed at the Cashier’s office.

Custodian

5. Endorses check, cashes check, and secures cash as soon as possible in departmental physical storage device.