

**Texas A&M University System Health Science Center  
Petty Cash Fund Request**

TO: Barry Nelson  
Vice President for Finance and Administration  
Mail Stop 1361

From: \_\_\_\_\_

Please establish a permanent petty cash fund in the amount of \$ \_\_\_\_\_.

From FAMIS account number \_\_\_\_\_.

The purpose of this fund is for:

We request the fund be available on \_\_\_\_\_. The check should be made out to the Primary Custodian as agent for the HSC and mailed to \_\_\_\_\_

It is understood that the check will have to be taken to the bank to be cashed, and that the funds may not be deposited into a bank account.

The physical location of the fund will be \_\_\_\_\_ and the funds will be secured by: (please provide detail of the security arrangements for the funds):

Per System Policy 21.01.11, a copy of our departmental procedures for handling the fund is attached.

The Primary Custodian of the fund is:

Name	Title	UIN
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Please feel free to contact me at \_\_\_\_\_ should you have any questions.

APPROVED: \_\_\_\_\_  
Department Head Signature

Please return this **on your department's letterhead** to the attention of Dana Thomas, MS1361.  
Please allow 10 days for the fund to be set up.