

**CASH OUT-OF-TREASURY APPLICATION**

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**REQUEST** To Establish a Permanent Petty Cash and/or Change Fund

**FUNDING & AMOUNT** This fund is for Index # \_\_\_\_\_ for the Department of \_\_\_\_\_,  
Fund # \_\_\_\_\_, in the amount of \$ \_\_\_\_\_. The name of the fund will be:  
\_\_\_\_\_

**SECURITY** The fund will be located in (building) \_\_\_\_\_, Room # \_\_\_\_\_ in (city) \_\_\_\_\_.  
The funds will be secured in \_\_\_\_\_.

**ACCESS** The person charged with custody of these funds will be:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_

**PURPOSE** The purpose of this fund will be: \_\_\_\_\_  
\_\_\_\_\_

**REQUESTOR** \_\_\_\_\_  
Department Title Date

**APPROVED** \_\_\_\_\_  
Department Head Title Date

**APPROVED** \_\_\_\_\_  
University Business Services Title Date

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I hereby acknowledge receipt of \$ \_\_\_\_\_ from MSU University Business Services for use as an authorized Permanent Petty Cash and/or Change Fund and understand that I am personally responsible for the safekeeping and use of these funds in accordance with established University policy. I have received a copy of the policies and procedures governing the use of these funds. I will return these funds to MSU University Business Services when there is no longer a need for them.

\_\_\_\_\_  
Name Title Date

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The funds, as authorized, in the amount of \$ \_\_\_\_\_ have been returned to MSU University Business Services and \_\_\_\_\_ is hereby released from further responsibility as fund custodian.

\_\_\_\_\_  
University Business Services Title Date

Forward this completed form to [UBSHelp@montana.edu](mailto:UBSHelp@montana.edu).