

TEXAS A&M RESEARCH FOUNDATION

PETTY CASH ADVANCE REQUEST

Principal Investigator's Name: _____ Account No. _____

Department: _____ Mailstop: _____

Email Address: _____ Telephone: _____

Purpose of Petty Cash Advance

Petty cash is a cash advance made by the Research Foundation upon request from the Principal Investigator of a research account. The purpose of petty cash is to allow purchases such as research supplies, reproduction expenses, human subjects payments, etc. The purchases made using the petty cash must be allowable under the applicable sponsor guidelines, and receipts for each purchase must be retained for replenishment.

Custodial Responsibility for Petty Cash Funds

The Principal Investigator is responsible for (1) the physical security of petty cash funds advanced in his/her custody, (2) the proper disbursement of petty cash funds for allowable purchases, and (3) rendering a full accounting of the funds, complete with detailed sales receipts when requesting replenishment of the account and clearing the advance at the end of the account.

Purchases that are determined to be unallowable by the Research Foundation, and shortages in the fund balance for missing records of purchases will be the personal responsibility of the Principal Investigator.

Procedure for Replenishment of the Petty Cash Fund

The Principal Investigator will submit a Reimbursement Request to the Research Foundation listing expenses with the sales receipts attached. A Reimbursement Request must be submitted no less than every six months. A check will be issued for reimbursement of allowable expenditures which will replenish the petty cash fund to its original amount.

___ I request a cash advance in the amount of \$ _____ from the Texas A&M Research Foundation to establish a petty cash fund for the above referenced account.

___ I request an increase to the existing petty cash fund in the amount of \$ _____ for the referenced account. This increase will bring the total petty cash fund to \$ _____.

CERTIFICATION:

I accept full responsibility for the petty cash funds and agree to be accountable for them in accordance with the above policies and procedures.

Signature - Principal Investigator

Date

APPROVALS:

Signature - Department Head

Date

Signature - PVAMRF Project Administrator

Date