



PETTY CASH / IMPREST BANK REQUEST

OPEN, CHANGE CUSTODIAN or INCREASE

FIS Document Numbers (FSD Only)

REQUEST	CURRENT AMOUNT	NEW AMOUNT	BUS AREA	DELIVERY OPTION		REQUEST DATE
				<input type="radio"/> CAMPUS MAIL	<input type="radio"/> PICK UP FSD, 150 College St., 3rd Flr. RM#350	

PURPOSE AND USE OF PETTY CASH or IMPREST BANK ACCOUNT or reason for requesting an INCREASE

NAME of CUSTODIAN (New or Existing)	PERSONNEL No.	FIS VENDOR No.	NAME of PREVIOUS CUSTODIAN (if applicable)

CUSTODIAN DEPARTMENT AND ADDRESS		Custodian Phone #	
		Custodian Fax #	
		Custodian Email	

DECLARATION

By signing this form as CUSTODIAN of this account being established, changed or transferred to me, I do hereby acknowledge responsibility for this account and have read and will adhere to the guidelines and policies governing the administration of the Petty Cash or the Imprest Bank Account as published in the Guide To Financial Management on the University of Toronto's Financial Services website.

CUSTODIAN SIGNATURE

DEPARTMENT CONTACT (if different from Custodian)	DEPARTMENT	Dept Contact Phone #	
		Dept Contact Email	

AUTHORIZED APPROVER NAME	AUTHORIZED APPROVER TITLE	
		AUTHORIZED APPROVER SIGNATURE

ORIGINAL FORM REQUIRED - Submit original authorized form to:
 ACCOUNTS PAYABLE, Financial Services Department, 150 COLLEGE ST, 3RD Floor, RM#350

Print Form

SPECIAL INSTRUCTIONS FOR IMPREST BANK ONLY

For signature cards, either new or updates, and for ordering cheques, please email banking.fsd@utoronto.ca.

(FSD Review)

(FSD Date Stamp)