

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
PETTY CASH / CHANGE FUND ESTABLISHMENT FORM**

- PETTY CASH

- CHANGE FUND

- CHANGE IN CUSTODIAN NAME ONLY

- INCREASE / DECREASE IN AMOUNT

DEPARTMENT: _____

PETTY CASH/CHANGE
FUND CUSTODIAN _____

AMOUNT _____

LOCATION/DEPARTMENT: _____

I understand that I am responsible for the safety and accountability of the fund at all times.

Petty Cash/Change Fund Custodian Date

Authorized By: _____
Vice President, College Services Date

Approved By: _____
Executive Director, Business Services Date
And Financial Management

Note: A properly authorized requisition for funds must accompany this form in order to receive a check for the established amount.

For District Office Accounting Use only:

General Ledger Account # _____