Johns Hopkins University
Accounts Payable Shared Services – Petty Cash Unit
Petty Cash Action Form

PART I: ESTABLISH FUND

Statement of Purpose: ____________________________________________

______________________________________________________________

Department Name Project Name and Funding Agency (if applicable)

Room & Building (if applicable) Off-Campus Location of Remote Funds (if applicable)

Business Area: Operating Fund: ______________________________________

______________________________________________________________

Check One: □ Cash Till □ Domestic Checking □ Remote Checking

Amount Requested

Print Custodian Name Telephone # Employee I.D. E-mail Address

Print P/C Administrator Name Telephone # Employee I.D. E-mail Address

PART II: CHANGE FUND

□ Increase Amount of Fund □ Decrease Amount of Fund

□ Change in Administrator or Custodian (requires B-34) □ Change in Cost Center or Internal Order

□ Change in Location □ Other

Cash Journal # and/or Bank Account Name: ________________________ P/C General Ledger #: __________

Prior Information: ____________________________ New Information: ____________________________

Prior Information: ____________________________ New Information: ____________________________

Explanation: ____________________________________________________________________________

_____________________________________________________________________________________

PART III: CLOSE FUND

Cash Journal # and/or Bank Account Name: ________________________ P/C General Ledger #: __________

_____________________________________________________________________________________

Custodian Signature Date P/C Administrator Signature Date

Divisional Business Office Approval Date A/P Petty Cash Unit Processor Date

All Petty Cash changes and closing of fund, except change in location, require a reconciliation of the fund (B-34) and the signature of the Petty Cash Custodian and Petty Cash Administrator. To ensure a quick turn around, the form should be emailed to Luke Samuel, lsamuel8@jhmi.edu in Accounts Payable Shared Services; although, a paper copy through the mail will be accepted.

Accounts Payable Shared Services – Petty Cash Unit
Johns Hopkins @ Keswick
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Baltimore, MD 21211

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