

**PRAIRIE VIEW A&M UNIVERSITY  
FINANCIAL SERVICES  
PETTY CASH/WORKING FUND REQUEST FORM**

**DATE:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**Department Account Number:** \_\_\_\_\_ **1125**

**Petty Cash/Working Fund Amount Approved:** \$ \_\_\_\_\_

**Responsible Person:** \_\_\_\_\_

(This should be the person who is responsible for handling the petty cash/working fund and keeping it in a safe place)

**Location of Petty Cash/Working Fund:**

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|                      |               |                  |
|----------------------|---------------|------------------|
| <b>Building Name</b> | <b>Room #</b> | <b>Extension</b> |
|----------------------|---------------|------------------|

**Make Check Payable to:** \_\_\_\_\_ **(Responsible Person)**

**Vendor Number/Social Security Number:** \_\_\_\_\_ **(Responsible Person)**

**(If vendor information is not set up in FAMIS a W-9 form must be completed. A W-9 form can be found at <http://www.pvamu.edu/pages/2603.asp>)**

**Required Signatures:**

**Department Head:** \_\_\_\_\_  

|                   |                  |             |
|-------------------|------------------|-------------|
| <b>Print Name</b> | <b>Signature</b> | <b>Date</b> |
|-------------------|------------------|-------------|

**Manager, Treasury Services:** \_\_\_\_\_  

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|------------------|-------------|

**Asst. V.P for Financial Services:** \_\_\_\_\_  

|                  |             |
|------------------|-------------|
| <b>Signature</b> | <b>Date</b> |
|------------------|-------------|