



## Start-Up Petty Cash Request

Finance Office  
3933 Barnard Road  
Saginaw, MI 48603

Fund Custodian's Name: \_\_\_\_\_

Home address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Building location: \_\_\_\_\_

Amount \$ \_\_\_\_\_

Petty cash needed for: \_\_\_\_\_

Special Instructions:

1. Make single check

2. \_\_\_\_\_

Account Number(s)

\_\_\_\_\_ for \$ \_\_\_\_\_

\_\_\_\_\_ for \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_