

PETTY CASH ACCOUNT REQUEST

Date	Agency name	Agency number
Agency contact		
Mailing address		Phone number (Area code and number)

- PETTY CASH TYPE -				
	FOR MAKING CHANGE OF CURRENCY	FOR MAKING SMALL DISBURSEMENTS BY THE CENTRAL OFFICE	FOR MAKING SMALL DISBURSEMENTS OTHER THAN BY THE CENTRAL OFFICE	FOR ADVANCING TRAVEL EXPENSE MONEY TO STATE OFFICERS OR EMPLOYEES
1. Type of request.	<input type="checkbox"/> Original setup <input type="checkbox"/> Increase/decrease <input type="checkbox"/> Reclassify type <input type="checkbox"/> Location change <input type="checkbox"/> Closure	<input type="checkbox"/> Original setup <input type="checkbox"/> Increase/decrease <input type="checkbox"/> Reclassify type <input type="checkbox"/> Location change <input type="checkbox"/> Closure	<input type="checkbox"/> Original setup <input type="checkbox"/> Increase/decrease <input type="checkbox"/> Reclassify type <input type="checkbox"/> Location change <input type="checkbox"/> Closure	<input type="checkbox"/> Original setup <input type="checkbox"/> Increase/decrease <input type="checkbox"/> Reclassify type <input type="checkbox"/> Location change <input type="checkbox"/> Closure
2. Amount requested.	\$	\$	\$	\$
3. Location in which cash will be held.	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account
4. From which fund?	D23 Fund _____	D23 Fund _____	D23 Fund _____	D23 Fund _____
5. Is this a request for an amount exceeding the statutory limits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Current authorized amount.	\$	\$	\$	\$
7. If location will change, indicate current location of cash.	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account	<input type="checkbox"/> At agency <input type="checkbox"/> Local bank account


8. Estimate of total petty cash account disbursements for current fiscal year

\$

FOR COMPTROLLER USE ONLY

Appropriation Control..... _____

State Auditor..... _____

The petty cash account amounts requested above and on the following page are necessary for the efficient operation of this agency.	
Head of agency or designee 	Date

Instructions for Petty Cash Account Request

Complete a **Petty Cash Account Request** (Page 1) to identify the type of petty cash account requested. If a petty cash account for a non-central office location is requested, also complete the **Petty Cash Account Request — Field Office Attachment** (Page 2).

Press the **Tab** key on your keyboard to advance to the next available field.

Petty Cash Account Request (Page 1)

1. **Type of request:** For each applicable category, select the checkboxes to indicate that request is for:
 - **Original setup:** For new account setup, complete fields 2, 3, 4, 5 and 8.
 - **Increase/decrease:** To increase or decrease changes to an existing account, complete fields 2, 3, 4, 5, 6 and 8.
 - **Reclassify type:** To reclassify authorized amounts between types of petty cash accounts (e.g., reclass from making travel advances to making small disbursements), complete fields 2, 3, 4, 6, 7 and 8.
 - **Location change:** To make a change in location in which authorized petty cash accounts are held (e.g., change from cash held at the agency to cash held at a local bank account), complete fields 2, 3, 4, 6, 7 and 8.
 - **Closure:** To close an existing account, complete fields 3, 4 and 6.
2. **Amount requested:** Indicate the desired amount(s) for each type of petty cash account. If the request is for an increase, decrease, reclass or location change, also complete field 6.
3. **Location in which cash will be held:** Indicate whether the cash will be physically kept at the agency or kept in a local bank account. If the request is for a location change, also complete field 7.
4. **From which fund?:** Enter the funding source to be used for the petty cash accounts (D23 Agency Fund).
5. **Is this a request for an amount exceeding the statutory limits?:** Use the checkboxes to indicate if the desired amount exceeds the statutory limits for the type of petty cash account requested.

The statutory limits are:

1. For making currency: \$500.
2. For making small disbursements by the central office: \$1,000.
3. For making small disbursements other than by the central office: \$500.
4. For advancing travel expense money to state officers or employees: One-twelfth of the state agency's travel expenditures in the immediately preceding fiscal year.

Statutory limitations may not be exceeded without Comptroller's authorization.

6. **Current authorized amount:** If the request is for an increase, decrease or reclassification of the authorized amounts for existing petty cash accounts, indicate the current authorized amount for the applicable petty cash account(s).
7. **If location will change, indicate current location of cash:** If the request is for a change to the location of the petty cash (e.g., a change from cash held at the agency to cash held in a local bank account or vice versa), indicate the current location of the cash.
8. **Estimate of total petty cash account disbursements for the current fiscal year:** Indicate the grand total of the current fiscal year's estimated total disbursements for all types of petty cash accounts requested.

Petty Cash Account Request – Field Office Attachment (Page 2)

1. **Field office location:** If the petty cash account is held at a physical location, enter the field office street address, city, state and zip code.
2. **Bank:** If the petty cash account is held at a local bank account, enter the name, city, state and zip code of the bank.
3. **For change of currency:** Enter the amount requested for making change of currency, as applicable.
4. **For making small disbursements:** Enter the amount requested for making small disbursements, as applicable.
5. **Travel:** Enter the amount requested for advancing travel expenses to state officers or employees, as applicable.
6. **Total:** Enter the grand total of all field office petty cash accounts.

Submit to Fiscal Management — Appropriation Control

Email to: ACO.reports@cpa.texas.gov	Physical Address (INTERAGENCY Delivery): Texas Comptroller of Public Accounts Fiscal Management Division Appropriation Control Section 111 E. 17th Street, Room 1001 Austin, Texas 78774-0001	Mailing Address: Texas Comptroller of Public Accounts Fiscal Management Division Appropriation Control Section P.O. Box 13528 Austin, Texas 78711-3528
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