



University of California, Irvine
Accounts Payable Department
120 Theory, Suite 200
Irvine, CA 92697-1050

PETTY CASH CLOSE OUT FORM

To close out your current Petty Cash, please deposit any existing funds using the Campus Online Deposit system. A copy of the deposit form, with any original receipts, need to accompany the close out form and be sent to Tanya Harris zc: 1050.

Account Number

Object Code

Print Name of Custodian

Telephone Number

Signature of Custodian

Date

Print Name of Dept Head

Telephone Number

Signature of Dept Head

Date

How to close out a Petty Cash Fund:

- A close out form must be filled out and sent to Tanya Harris.
- The money needs to be deposited using the online campus deposit system and a copy of the deposit slip needs to accompany the close-out form that comes to A/P.
- Departments should use account UC18889 object code L412 to post the deposit and reference their petty cash reference number given to them when the fund was established. If your fund was established with the Medical Center, please use UC18882 L302
- Once Accounts Payable has received the necessary documents and has verified the posting of the deposit to the ledger, the file will be marked "closed".