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**University of Pennsylvania  
SENIOR BUSINESS OFFICERS AUTHORIZATION TO ASSIGN**

**PETTY CASH RESPONSIBILITY TO A DESIGNEE**

**(11/03)**

This is a request to:  Add New Designee  Remove a Designee

**Please note that only one designee can be assigned by the Senior Business Officer.**

**Part I**

Name of Senior Business Officer:         Penn ID:    
Senior Business Officer Telephone Number:  - -    E-Mail:    
Responsibility Center Code:       Department Name:    
Campus Address: 

I, serving as the Senior Business Officer of the  School/Center authorize the individual named below to authorize and approve all changes to the school/center’s petty cash funds including increasing and establishing a petty cash fund on my behalf.

**Part II**

Name of Designee:         Penn ID:    
Designee Telephone Number:  - -    E-Mail:    
Responsibility Center Code:       Department Name:    
Campus Address:   

The responsibility is issued to the above named designee. I      accept the above stated responsibilities with the understanding that I have read financial policy #1506 and am personally responsible for managing the school/center’s petty cash accounts. I understand that the on-line petty cash training must be completed before accepting this responsibility. The petty cash training link is located at: <http://www.finance.upenn.edu/ftd/weblearn/Petty_Cash/pc_cover.asp>

Designee acceptance of the above \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved and embossed by the Senior Business Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by the Office of the Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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