** Office of the Controller**

**Petty Cash Check Office Mailing Address Form**

**IMPORTANT: The University is no longer using OnBase to create petty cash supplier/vendor ID’s. Please complete the form below and submit with your application to avoid delays.**

**Date:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PC Custodian Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PC Custodian Supplier ID (For Existing Custodians)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PC Custodian Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PC # (for existing funds)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Address:**

**Note: the address below must be a Campus address and cannot be a P.O. Box or home address.**

|  |
| --- |
| **Address Line 1:** |
| **Address Line 2:** |
| **Address Line 3:**  **(Must enter PC# for example PC0001)** |
| **Address Line 4:** |
| **City:** |
| **State:** |
| **Zip Code:** |

**For CUIMC Departments- Check the box below if you want the PC check mailed to the Black Building – 650 W. 168th Street. Otherwise, the check will be mailed to the address entered above.**

**\*PLEASE ATTACH THIS DOCUMENT TO YOUR SERVICE NOW REQUEST**