



Custodian Employee Supplier Form

**This form is to be used only for cash advance, petty cash or change drawer supplier setup*

Petty cash & change drawer requests require prior approval from the Controller's Office

Legal Name: _____
Mailing Address Line 1: _____
Mailing Address Line 2: _____
City, State & Postal Code: _____
USC ID (Do not use SSN): _____
Email Address: _____
Telephone: _____
Employee Signature: _____

Cash Advance

Petty Cash

Change Drawer

Department: _____
Department Contact (Name, Email, Phone): _____
Department Approval: _____ Date: _____

Please email this Custodian Supplier Form to APSupplr@mailbox.sc.edu

Controller's Office Use Only:

Petty Cash/Change Drawer Approval: _____ Date: _____