



PETTY CASH REQUISITION FORM

Requested By: _____ Request Date: _____

Supervisor's Approval: _____ Date: _____

Director of Finance's Approval: _____ Date: _____

Note, petty cash will only be used for purchases of \$10 or less. In the space below please explain what will be or has already been purchased and why the purchase is needed. Only purchases that are for business-related needs will be considered for approval.

The person requesting petty cash funds should only complete the Item(s) to be Purchased and Estimated Cost sections below. The Accounting Department will complete the rest.

Item(s) to be Purchased	Estimated Cost *	Actual Cost **	Change Submitted	Balance Due Requestor ***
GRAND TOTAL				

* This is the amount of petty cash to be given to requestor

** Attach receipt(s) to Petty Cash Request Form

*** Only applicable if actual cost exceeds estimated cost

Accounting Use Only:

_____	_____
Person Receiving Petty Cash	Date
_____	_____
Staff Issuing Petty Cash	Date
_____	_____
Staff Receiving Receipts/Change	Date