



PETTY CASH REQUEST

PETTY CASH REQUEST

Date Amount

Date Amount

Vendor

Vendor

Items Purchased

Items Purchased

Fund	Dept	Unit	Appr	Object
Activity	Function	Program	Phase	

Fund	Dept	Unit	Appr	Object
Activity	Function	Program	Phase	

Payee Name _____
 Payee Title _____
 Payee Signature _____
 Petty Cash Custodian _____

Payee Name _____
 Payee Title _____
 Payee Signature _____
 Petty Cash Custodian _____

PETTY CASH MAY NOT BE USED FOR: EMPLOYEE TRAVEL OR WAGES, CASHING PERSONAL CHECKS, LOANS (IOUs) TO EMPLOYEES OR OTHERS, UTILITY BILLS, SERVICES, REGISTRATION FEES, OR MEMBERSHIPS AND DUES.

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