



**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 Signature \_\_\_\_\_

Payee Signature \_\_\_\_\_

Petty Cash Custodian \_\_\_\_\_

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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