



# Petty Cash Request Form

Please fill out form and securely attach **all original receipts** before submitting for Petty Cash.  
All requests must comply with the Petty Cash rules and regulations

**DATE:** \_\_\_\_\_

**Total Amount:** \$ \_\_\_\_\_

\_\_\_\_\_ /100 Dollars (write out)

**Petty Cash Request for:** \_\_\_\_\_  
(Print Name)

**Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Approval :** \_\_\_\_\_  
(Print and Sign Name)

**Account Distribution :**  
(All boxes must be filled in)

Chart	Index	Account

**Received by:** \_\_\_\_\_  
(Print and Sign Name)

\* Please note all approvals must be signed by the Financial Manager for the accounting distribution.  
If it is being signed by someone other than the FM, be sure Accounts Payable has supporting documentation on file. **All requests must have a One-up Supervisor's Signature. No Exceptions.**

\_\_\_\_\_  
Maria LaLima, Accounts Payable Director