

## Petty Cash Request

<b>Date:</b>	<input type="checkbox"/> Advance <input type="checkbox"/> Expense	<b>Ext.:</b>	<b>Total Amount:</b>	
<b>Payable To:</b>	<b>Address:</b>			
	<b>City:</b>			
	<b>State:</b>		<b>Zip Code:</b> -	
<b>Reason (For):</b>				
<b>Sample Fund Code 11001</b>	<b>Sample Org Code J100</b>	<b>Sample Account 7205</b>	<b>Sample Program Code 60</b>	<b>Amount</b>
<b>FUND</b>	<b>ORG CODE</b>	<b>ACCOUNT</b>	<b>PROGRAM CODE</b>	<b>AMOUNT</b>
<b>Employee (Requestor's) Signature</b>			<b>Date:</b>	<b>Print Employee/Requestor's Name:</b>
<b>Approver's Signature:</b>			<b>Date:</b>	<b>Print Approver's Name:</b>
<b>Comments:</b>				
<b>Maximum Petty Cash allowed is \$50.00. Anything over \$50.00 must be a Check Request from Accounts Payable. Bring or mail Petty Cash Request to: Brigette Sadowski – Ext. 3726</b>				