

# Petty Cash Request

***SECTION 1: To be completed by requesting employee at time of request***

Date: \_\_\_\_\_  
Employee name: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Amount requested: \_\_\_\_\_  
Signature (indicates receipt of above amount): \_\_\_\_\_

***SECTION 2: To be completed by Petty Cash Administrator at time of request***

Signature (indicates disbursement of amount in Section 1 above): \_\_\_\_\_

***SECTION 3: To be completed by requesting employee when unused cash and receipts are returned to Petty Cash Administrator***

Signature (indicates return of unused cash and receipts which total the amount requested in Section 1 above): \_\_\_\_\_

***SECTION 4: To be completed by Petty Cash Administrator when the requesting employee returns unused cash / receipts***

Date: \_\_\_\_\_  
Cash returned: \_\_\_\_\_  
Total of receipts (amount spent): \_\_\_\_\_  
Total of cash returned and receipts: \_\_\_\_\_  
Signature (indicates return of unused cash and receipts which total the amount requested in Section 1 above): \_\_\_\_\_

Coding for total of receipts (amount spent):

<u>Account Number</u>	<u>Amount</u>	<u>Account Number</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	Grand Total	_____