Daniel J. Evans UNIVERSITY of WASHINGTON
School of Public Affairs

PETTY CASH REQUEST FORM

Today's Date: _____ Requested by: _____

Make Check Payable To: _____
If you would like the check mailed to the vendor, please include an addressed envelope with a bar code.

Check Amount: $ _____ Expense Date(s): _____

Description/Reason for Expense:

If this is a reimbursement for hosting at a restaurant, was alcohol purchased?
  O Yes O No

_____
Signature of person being reimbursed (required if answered "yes")

Phone/Email of Contact Person: _____

Tape each original receipt below and/or on reverse side; use additional 8/12"x11" sheets as needed. Attach a perjury statement if no receipt is available.

PI or Administrator Approval: _____
(Cannot be signed by recipient of check)

Budget to be Charged (required): _____

FISCAL USE ONLY

Budget Name: _____ # _____ - _____