



# Petty Cash Requisition Form

This form may be submitted online or printed for paper submission

*(Instructions on the next page.)*

Department: \_\_\_\_\_

Dept. number: \_\_\_\_\_ (##.##.#####.#####.##)

Amount: \$ \_\_\_\_\_

For:

Special Instructions:

To:

Requested by: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

Per the Official Purchasing Manual proper supporting documentation (backup) must still be submitted to the Purchasing/Accounts Payable Office before any requests will be processed

# Petty Cash Requisition Form Instructions

This form is used to request petty cash for small purchases of less than \$100, and may be used for travel advances of up to \$100.

## INSTRUCTIONS FOR COMPLETION

Please type or print neatly.

- a. Enter department budget account number and expense object classification.
- b. Enter a brief but complete description of the item(s) to be purchased. Also note suggested vendor if known.
- c. Enter name of person who will be receiving the cash.
- d. The requisition must be dated and signed by the person with budget authority for the department being charged.

The completed form is to be taken to the Purchasing Office where a petty cash purchase order will be issued. The petty cash purchase order is then taken to the Cashier's Window to pick-up the actual cash. Within five days of the receipt of the cash, vendor receipts are to be handed in to the Cashier's Office along with any funds received in excess of the purchase.