

PETTY CASH REQUEST FOR FUNDS AND EXPENSE CLAIM

ACKNOWLEDGEMENT OF POLICIES AND PROCEDURES

I, _____, do hereby certify that I have been authorized to serve as custodian of the petty cash account for the _____ (School or Department.)

I acknowledge receipt of the funds as well as policies and procedures prescribing management of that fund. These policies and procedures have been explained to me in detail, and I agree to accept responsibility for the accounting and control of the fund in accordance with such policies and procedures. I further understand that failure to comply with this policy and procedure could result in disciplinary action up to and including termination and in possible criminal sanctions.

INITIAL REQUEST FOR FUNDS

Fiscal Year: _____ Amount Requested: _____ Expense Code: _____

EXPENSES CLAIMED DURING FISCAL YEAR

Payment is hereby requested for the following expenses. Receipts must be attached.

Date	Item Description	Expense Code	Amount
Total Expense			
Total Cash Returned at Fiscal Year End			
Grand Total			

APPROVALS

Petty Cash Custodian _____
 Signature & Date

Business Manager _____
 Signature & Date