



Petty Cash Request

Note: To request petty cash for your event you must fill out this form and return it to the Treasurer at least one week before the event. When the event is finished the requestor will return the petty cash to the Treasurer and sign this form to indicate that the funds have been returned.

Withdrawal

Budget Line/Committee _____ **Date** _____
Amount Requested _____
Requested By _____
Description of Need _____

Approved By _____ **Signature**
Received By _____ **Signature**

Return

Amount Returned _____ **Date** _____
Received By _____ **Signature**
Date Deposited _____

Note: Bank slips for withdrawal and redeposit must be attached to this form for Treasury Records.