

BARNARD COLLEGE

REQUEST FOR PETTY CASH ADVANCE

Date _____

I, _____, request a Petty Cash Advance for the fiscal year _____
in the amount of \$_____.

The purpose of this advance is _____
_____.

I understand that replenishment can be obtained during the year by submitting a **Petty Cash Reimbursement Request** to the Finance & Operations Office (115 Milbank Hall). At the end of the fiscal year, I shall return the entire amount of the advance in the form of cash and/or receipts.

Department Head Approval (sign) _____

(print) _____

Requested by (sign) _____

Employee Assigned Petty Cash

(print) _____

Employee Assigned Petty Cash

Please make check payable to (print) _____

Please check one only: _____ Hold at Window _____ Mail to Department

Finance Office Approval _____

AP/TYPE	PCA
AR/TYPE	PC
REF/REASON	ADP

Petty Cash Advance Account Number: 10-00-0000-000000-115727

Voucher # _____

Processed by _____