

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 Replenishment or Close 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 Office of the Bursar Mail to department

Finance Office Approval _____

| | | |
|------------|-----|---|
| AP/TYPE | PCA | Petty Cash Advance Account Number: 10-00-0000-000000-115727 |
| AR/TYPE | PC | Voucher # _____ |
| REF/REASON | ADP | Processed by _____ |