

BARNARD COLLEGE PETTY CASH REPLENISHMENT or CLOSE REQUEST

Payee/Custodian _____

Department name _____

Check here if requesting replenishment of your petty cash advance.
Please check **one** only (for replenishment check):

Hold at Office of the Bursar (015 Milbank Hall)

Return to department

Check here if closing your petty cash advance. Please complete this form and return all receipts and unused cash to the Finance Office (115 Milbank Hall).

Petty cash advance	\$	
Less cash on hand as of _____ (date)	\$	
Expenses	\$	(A)

PLEASE ATTACH ORIGINAL RECEIPTS FOR EACH EXPENSE

Expenses to be charged as follows:

FUND xx	FUNCTION-UNIT-PROGRAM xx-xxxx-xxxxxx	OBJECT CODE xxxxxx	AMOUNT
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total expenses: <i>(should be the same as (A) above)</i>			\$

Approved by (sign) _____
(employee authorized to approve expenditures)

Date _____

Finance Office approval _____

Date _____

Voucher No. _____ J.E. No. _____ A.R. No. _____
