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 Controller’s Office. At the end of the fiscal year, I shall return the entire
amount of the advance in the form or cash and/or receipts.

Department Head Approval (sign) ____________________________________________________

(print) ________________________________________________

Requested by (sign) ___________________________________

(print) ________________________________________________

Employee Assigned Petty Cash

Employee Assigned Petty Cash

Please make check payable to (print) ________________________________________________

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

Controller’s Office Approval ________________________________________________________

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