

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