BARNARD COLLEGE  
REQUEST FOR PETTY CASH ADVANCE

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 or 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 ____________________________________________

<table>
<thead>
<tr>
<th>AP/TYPE</th>
<th>AR/TYPE</th>
<th>REF/REASON</th>
<th>PETTY CASH ADVANCE ACCOUNT NUMBER</th>
<th>VOUCHER #</th>
<th>PROCESSED BY</th>
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PCAdvance_03/17