

PETTY CASH REQUEST FORM

Department/Project: Request No.:

Requested By (Name): Date of Request:

Purpose of Request:

Details of Expenses:

Date	Description	Amount (USD)

Total Amount Requested (USD):

Payment Method:

☐ Cash ☐ Check ☐ Direct Deposit ☐ Other:

Approvals:

Requested By (Signature): Date:

Supervisor/Manager Approval (Signature): Date:

Finance Dept. Approval (Signature): Date:

By signing above, the requester and approvers certify that all information provided is accurate and that funds requested will be used solely for authorized business purposes. This request is subject to company policies and applicable United States laws and regulations. Misuse of petty cash funds may result in disciplinary action including reimbursement obligations, termination, or legal consequences.

Original source of this document:

<https://formtemplate-us.com/petty-cash-request-form/>

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