

PETTY CASH DISBURSEMENTS

\$50 limit

Amount \$ _____

Date: _____

Pay to: _____

Description of expense:

Account Number

Budget Approval Signature

Name (please print)

The budget approver cannot be the same as the payee. In those instances, the direct supervisor or another officer needs to approve the request.

PETTY CASH DISBURSEMENTS

\$50 Limit

Amount \$ _____

Date: _____

Pay to: _____

Description of expense:

Account Number

Budget Approval Signature

Name (please print)

The budget approver cannot be the same as the payee. In those instances, the direct supervisor or another officer needs to approve the request.