

Petty Cash Advance Request Form â€“ Expenses

Employee Name

Department

Date of Request

Purpose of Advance

Description	Estimated Amount	Date Needed	Remarks
Total			

Requested by:

Signature over printed name
Date

Approved by:

Signature over printed name
Date

Important Notes:

- All advances must be liquidated with official receipts and supporting documents.
- Unused cash must be returned immediately upon completion of the expense.
- This form must be completed and approved prior to the release of petty cash funds.
- Personal expenses are strictly prohibited and will not be reimbursed.
- Incomplete forms will not be processed.