

# Petty Cash Advance Request Form “Expenses”

Employee Name

Department

Date of Request

Purpose of Advance

Description	Estimated Amount	Date Needed	Remarks
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
Total	<div></div>		

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.