

Petty Cash Advance Request Form

Date of Request

Request No.

e.g., PCA-2024-001

Employee Name

Full Name

Department

Department

Purpose of Advance

Description

Amount Requested

Date Needed

Expenses (Breakdown):

| Description | Amount | Remarks |
|------------------|--------|----------|
| e.g., Stationery | | Optional |
| | | |
| | | |

Requested By
(Signature & Name)

Approved By
(Department Head)

Received By
(Petty Cash Custodian)

Important Notes:

- All petty cash advances must be justified and approved before fund release.
- Unused cash and supporting receipts must be returned and attached upon liquidation.

- This form should only be used for minor and urgent company expenses.
- Incorrect or incomplete forms may delay cash processing.