



ANDERSON[®]

UNIVERSITY

PETTY CASH IS OPEN FROM 9:00 - 12:30
(LIMITED TO \$50 PER PERSON PER DAY)

Ledger or Spend Category _____

Cost Center (Budget) _____

Agency (Club/Camp) _____

Gift (Donation) _____

Grant (Grant Distributions) _____

PETTY CASH REQUESTED FOR EXPENSES AS DESCRIBED	AMOUNT
TOTAL EXPENSE	

PETTY CASH ADVANCE RECEIVED _____

IF EXPENSES EXCEED ADVANCE, SHOW DIFFERENCE HERE _____

(ADDITIONAL AMOUNT OWED REQUESTER)

IF ADVANCE EXCEEDS EXPENSES, SHOW DIFFERENCE HERE _____

(AMOUNT TO BE RETURNED TO UNIVERSITY)

RECEIVED BY _____

DATE _____

PRINT SIGNATURE _____

APPROVAL _____

DATE _____

PRINT SIGNATURE _____

ORIGINAL RECEIPTS MUST BE RETURNED TO THE BUSINESS OFFICE WITHIN FIVE (5) WORKING DAYS FROM DATE OF REQUEST.