

PETTY CASH REQUEST FORM

Description of item(s) to be purchased and reason as per Board Policy #6620.

Approximate amount of reimbursement: _____

After approval return this form with receipts to Carolyn to receive your cash. Please note that reimbursement will not include any taxes.

Requested by:

Date

Approved by:

Principal/Supervisor

Date

Received cash:

Date

Account Number to be charged: _____