**GALLAUDET UNIVERSITY**

**PETTY CASH FORM**

<table>
<thead>
<tr>
<th>Today’s Date</th>
<th>OPTIONAL tracking number-up to 8 characters</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PAY TO</th>
<th>EXT.</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

Check One

- REQUEST FOR PETTY CASH REIMBURSEMENT (Attach receipts)
- REQUEST FOR PETTY CASH ADVANCE (Receipts are due in three business day)

**DESCRIPTION OF EXPENSES**

For this petty cash request, type the description (up to 30 characters) you want to appear in your PeopleSoft report.

**DETAILED DESCRIPTION OF EXPENSES**

**CHARGE TO:**

<table>
<thead>
<tr>
<th>Department Account</th>
<th>Expense Account</th>
<th>Amount</th>
<th>Department Account</th>
<th>Expense Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

APPROVED BY: ________________________________

Print Name: ________________________________

Signature: ________________________________

DATE: ________________

PETTY CASH RECEIVED BY: ________________________________

Print Name: ________________________________

Signature: ________________________________

DATE: ________________

Petty Cash Forms must be approved in accordance with policy 2.07. Appropriate documentation must be attached.

**CASHIER’S OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>DATE:</th>
</tr>
</thead>
</table>

1. Receipts Submitted: $__________________

2. Advance Received: $__________________

3. Balance Due to Payee: $__________________

4. Balance Due to Gallaudet: $__________________

Approved by: ________________________________

Signature: ________________________________