

Finance Office  
College Hall, Room 108  
Ext. 5299  
Fax (202) 448-6920

# GALLAUDET UNIVERSITY PETTY CASH FORM

Today's Date		OPTIONAL tracking number-up to 8 characters	
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PAY TO		EXT.		AMOUNT	
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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:**

Department Account	Expense Account	Amount	Department Account	Expense Account	Amount

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Print Name
Signature

PETTY CASH RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Print Name
Signature

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

**CASHIER'S OFFICE USE ONLY**

DATE: \_\_\_\_\_

- 1. Receipts Submitted:                   \$ \_\_\_\_\_
- 2. Advance Received:                    \$ \_\_\_\_\_
- 3. Balance Due to Payee:                \$ \_\_\_\_\_
- 4. Balance Due to Gallaudet:            \$ \_\_\_\_\_

Approved by: \_\_\_\_\_