

ACCOUNTS PAYABLE

Request for Petty Cash Form

Requester Information

Contact Person: _____ Phone# _____

Date of Request: _____ Date Needed: _____

Department: _____

Account Number: _____

Project/Grant Number: _____ Amount Requested: _____

Purpose: _____

Department Head/Director

AVPAF/Comptroller

Processing Policies

Petty Cash funds are used for **emergency purchase of goods** where time and convenience do not allow for the normal purchasing process. Approved petty cash requests should not exceed \$200. Lincoln University is tax exempt and will not reimburse for sales tax.

A completed Petty Cash Request form with the appropriate approval should be brought to the Office of the Comptroller. Approved petty cash receipts and unused cash must be returned within five working days from the date of issuance of cash. Individuals will be limited to one outstanding petty cash request at a time. If you do not have a copy of Lincoln University's tax-exempt letter, please pick one up at the Cashier's Office.

For Cashier's Office Use Only

Date Received: _____

Cash Returned: _____

Cash Received: _____

Receipts Returned: _____

Signature: _____

Signature: _____