PETTY CASH REQUEST FORM

Please attach supporting documents (invoices, etc.)

Requesting Amount					
Description					
GL Account No.				Department	
Requestor Name (Print)		Signature		Date	
Supervisor or Manager		Signature		Date	
CFO		Signature		Date	
Petty Cash Payee Name (Print)		Signature		Date	

BUSINESS OFFICE USE ONLY

Business Office Manager		Signature		Date	
JE # for Petty Cash Disbursement				JE Posting Date	

This form can only be revised by Accounting Office. It may be downloaded online, https://www3.tusculum.edu/finance/, and prepared electronically.

Revised May 2026