



Canutillo Independent School District

Petty Cash Request

Petty Cash Voucher Number Assigned: PCV - _____

Section A - To be completed by Sponsor/Individual requesting Petty Cash. Budget Authority Approval is required prior to making any purchase or disbursement from petty cash.

Requested/Refund Amount: _____ (Not to Exceed \$50.00)

Requestor (Printed Name): _____ Date: _____

Check one of the following options:

- A1. Requesting petty cash to be issued to make a purchase
- A2. Will purchase requested items and request reimbursement from petty cash after purchase is made
- A3. Student or Parent Refund (Ex. Library Refund for return of a lost textbook)

Purpose - Please identify student or parent and list receipt number to be refunded or provide a description of items to be purchased and how they will be used to benefit the campus or department:

Account Number: _____

Requestor Signature Date

Campus Office Manager/Business Agent Review Signature Date

Budget Authority Approval Signature Date

Section B - To be completed by Office Manager/Business Agent After Budget Authority Approval is obtained and if options A1 or A3 is selected by the requestor.

Amount Refunded from Petty Cash: \$ _____ Amount Issued from Petty Cash: \$ _____

Refunded Student/Parent Printed Name

Refunded/Issued to Signature Date Office Manger/Business Agent Signature Date

Section C - To be completed by Office Manager/Business Agent after approved purchase has been made and if options A1 or A2 is selected by the requestor.

Receipt/Invoice Amount less tax: _____ Vendor Name: _____

Amount Returned by Requestor: _____ (To be completed if petty cash was issued in Section B)

Amount Reimbursed to Requestor: _____ (To be completed if reimbursement is made for out of pocket purchases)

Requestor Signature Date

Office Manager/Businss Agent Signature Date

Receipts / Invoices with receiving signatures must be returned to Office Manager or Business Agent within 24 HOURS after purchase.