Petty Cash is cash held to pay obligations of $50 or less. Petty cash expenditures may be made for pre-approved local market purchases of supplies and materials. Petty cash disbursements are to be documented and supported by detailed receipts, including the date, name of payee, purpose of disbursements, amount paid, signature of the person authorizing disbursement and the proper account distribution. Petty cash advances must be resolved by the end of the following business day. Please see the Cashier for more information.

**Request Preparation**

- **Originator:**
- **Department:**
- **Contact Phone:**
- **Not to exceed:**
- **Need by date:**

**Budget Code:** (Required - APPR/PROG/ORG)

- **APPR:**
- **PROG:**
- **ORG:**
- **SOBJ:**

**Purpose or Title**

**Detailed Description:**

- Do you need in advance? (Yes/No)
- If so, how much? (Up to 180 max)

- Vendor Name:
- Merchandise to be purchased:
- Purpose for the purchase:

**Attach files:** Maximum size 3000KB. Refresh page if needed. The server will not respond to larger files.

- Choose File
- No file chosen
- Uploaded File

Add Comment

- Be sure to attach Club Minutes of Approval!
- If possible scan and attach receipt image
- Take original receipt to Business Services after approval from WWCC ASB

**Forward this request for approval.**

- **Select user:** Forward to Vince Ruzicka
- **Submit**
- **Cancel**

LRF System (2010)