



## CASH ADVANCE REQUISITION

Date:

Date Required:

Amount:

Account Number:

*Be certain there are budget funds in this expense –  
account will be charged for the full amount until  
receipts are returned.*

Payable To: **PETTY CASH**

Department & Event:

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Maximum allowable amount - \$ 1,000

Purpose:

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I will be responsible for physically cashing BFS check/s at my nearest TD Bank location and provide proper government & employee ID as requested. I also agree to return unused cash & reconciled receipts no later than one week after event date.

Requested by: \_\_\_\_\_

Authorized by: \_\_\_\_\_

*Must be the person with signing authority on the above account*

Hold for Pickup \_\_\_\_\_

Put in Requestor's Mailbox \_\_\_\_\_