



PRESBYTERIAN COLLEGE

CHECK REQUEST for PETTY CASH REPLENISHMENT

Use this form to replenish Petty Cash. Staple receipts to the back of this form and submit to the Accounts Payable Office. Please keep a copy for your records.

Check Due Date ____/____/____

Date _____

Check Payable to **Presbyterian College**

Amount \$ _____

Department/Office _____

Purpose of payment: **Replenish Petty Cash**

Account Distribution

Fund (Not Required)	Orgn	Account	Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

Petty Cash Reconciliation

1	Original Amount of Fund	\$
2	Total Amount of Receipts Attached	\$
3	Amount of Cash on Hand	\$
4	Total of Lines 2 & 3	\$

Compare Line 4 to Line 1 If not equal, explain below:

Requested by _____ Extension _____

Requisitioner Signature Date

Department Head Signature Date

Officer Approval Date