

Agency In-House Petty Cash Request

Agency Number _____

Agency Name _____

Petty Cash Amount Requested \$ _____

Petty Cash for: (Please check one) Agency Fund or Special Event

If Special Event: Name of Special Event _____

Date Needed _____

Designated Class A Volunteer _____

This is the person who will be responsible for the petty cash and should have no financial restrictions.
The check will be made out in this persons name.

Address to send check to _____

Approval Signature _____

Agency Manager Signature

Approval Signature _____

Class A Volunteer Signature