



## Local Program In-House Petty Cash Request

Local Program Number: \_\_\_\_\_

Local Program Name: \_\_\_\_\_

Petty Cash Amount Requested: \$ \_\_\_\_\_

Petty Cash Purpose: (Please check one)  Local Program 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 person's name.*

Remittance Address: \_\_\_\_\_

\_\_\_\_\_

Approval Signature: \_\_\_\_\_

*Agency Manager Signature*

Approval Signature: \_\_\_\_\_

*Class A Volunteer Signature*