

# Petty Cash Payment Authorization

Date:

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Prepared by:

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Department / Project:

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Payment Amount:

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Payable to:

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Purpose / Description of Payment

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Account / Fund to be Charged

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Receipts or Documentation Attached:

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Authorization

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

Signature

\_\_\_\_\_

Date

Approved by: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

Received by: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

\* Attach original receipts and documentation.