Petty Cash Advance Form

_____

(to be completed when petty cash advance required – (local custodians only)

I authorise a Petty Cash advance of $ _____ to be issued to _____

(Name)

for the purchase of _____

(description of goods)

Custodian: _____ Recipient: _____ Date ____ /____ /____

_____

(to be completed on receipt of advance)

$ _____ received by _____ Date ____ /____ /____

(This form to be retained by Petty Cash Custodian for follow-up. When advance is acquitted, attach to Acquittal of Advance).