

**FORM TO REQUEST PETTY CASH**  
**Please allow two weeks processing time**

MEMO TO: \_\_\_\_\_  
FROM: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SUBJECT: PETTY CASH REQUEST

I request that \_\_\_\_\_ be authorized to establish a petty cash fund in the  
(School / Fund Name)  
amount of \$ \_\_\_\_\_ from account number \_\_\_\_\_.  
(Amount) (Account Number)

Justification for the proposed use and estimated monthly dollar transactions is as follows:

\_\_\_\_\_

If approved, I certify that the petty cash fund will be operated in full compliance with the Clovis Municipal Schools procedures for petty cash. The fund custodian will be \_\_\_\_\_,  
(Name of Person Responsible) (Phone)

The designated alternate custodian to act in his/her absence is \_\_\_\_\_,  
(Name of Person Responsible) (Phone)

The cash and records for this fund will be located in \_\_\_\_\_ and will  
(Building and room)

safeguarded as prescribed in the above procedures. The funds and records will be available for any audit.

\_\_\_\_\_  
Petty Cash Custodian Signature

\_\_\_\_\_  
Principal/Department Head Signature

**DO NOT WRITE BELOW THIS LINE**

Approved  Disapproved  Date of Board Meeting: \_\_\_\_\_ Board Member Initials \_\_\_\_\_  
**\*\*For Petty Cash \$100.00 or Over\*\***

Approved \_\_\_\_\_  
Finance Official Date

Disapproved \_\_\_\_\_  
Finance Official Date

REMARKS: \_\_\_\_\_  
\_\_\_\_\_