PETTY CASH ADVANCE

DATE: ______________________________

A petty cash advance in the amount of _____________________________ has been given to and
received by ______________________________________________________________________ for the
purpose of making a petty cash purchase. A receipt for this purchase and the balance of the advance
will be returned to the custodian of the petty cash fund no later than the close of the work day following
the day on which the advance is made.

_________________________________________    __________________________________________
Signature of Petty Cash Custodian          Signature of Recipient of Advance