



Division of Finance & Administration  
Controller's Office

# PETTY CASH REQUISITION

Date: \_\_\_\_\_  
Department Name: \_\_\_\_\_  
Ignite Department #: \_\_\_\_\_  
Business Officer: \_\_\_\_\_

Fund Custodian: \_\_\_\_\_  
Custodian BU ID #: \_\_\_\_\_  
Custodian Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_

PROPOSED USE OF FUNDS	AMOUNT

Entity	Department	Fund	Designation	Account	Purpose	Activity
				11255	000	

\*\*Date Funds are needed: \_\_\_\_\_ Date Funds will be returned: \_\_\_\_\_

Requested denominations: \$1 \_\_\_\_\_ \$5 \_\_\_\_\_ \$10 \_\_\_\_\_ \$20 \_\_\_\_\_ Other: \_\_\_\_\_

**APPROVALS**

Custodian	Business Officer
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<b>Forward completed form to <a href="mailto:Financial_Services@Baylor.edu">Financial_Services@Baylor.edu</a> after approvals.</b> Controller's Office	Student Accounts Office
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**FUNDS RECEIVED BY**

Printed name	BU ID#	Signature	Date
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\*The Custodian is responsible for the funds. Any lost or misappropriated funds will be recovered by Baylor payroll deduction.