

## Oak Creek-Franklin Joint School District Request for Petty Cash

Use this form when requesting payment to replenish Petty Cash. RECEIPTS or INVOICES must be attached and be less than \$50.00 and may not include sales tax. All signatures and the proper account number must be assigned to process the request.

Check Payable to: \_\_\_\_\_

Date: \_\_\_\_\_

Fund	Location	Object	Function	Project	Amount	Purpose
Total Requested:						

Approved by Principal/Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized by Business Office: \_\_\_\_\_

Date: \_\_\_\_\_