



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 ____ / ____ / ____
(name in BLOCK letters) (signature)

(to be completed on receipt of advance)

\$ _____ received by _____ Date ____ / ____ / ____
(amount) (signature of officer receiving cash)

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