



PETTY CASH AUTHORIZATION FORM

To be used when requesting petty cash expenditures and/or reimbursements from the Department of Finance for expenses incurred on behalf of The School Board of the City of Richmond/Richmond Public Schools. Reimbursements will be issued up to two business days upon receiving the completed petty cash authorization form.

Check one of the following:

Expenditure

Reimbursement

School or Department _____

Vendor Name _____

Vendor Address _____

<u>ACCOUNT CODE</u>	<u>AMOUNT</u>	<u>RECEIPT ATTACHED?</u>
	\$	
	\$	
	\$	
	\$	
TOTAL AMOUNT	\$	

Submitted by: _____
Employee Signature

Date

Authorized by: _____
Budget Holder Signature

Date

Cash Received by: _____
Employee Signature

Date

- Notes:**
1. Original sales ticket must accompany this form when requesting reimbursement.
 2. Individual accepting cash reimbursement or expenditure must present valid photo identification.
 3. If you are authorized to accept another person's reimbursement or expenditure, you must present a written statement with signature authorizations.