

**OAK GROVE SCHOOL DISTRICT
Business Services Division**

PETTY CASH REQUEST

We would like to request a Petty Cash Fund of:

- \$300 for Intermediate Schools and Departments

- \$500 Maximum for Intermediate Schools (send to Director, Business for approval)

- \$200 Maximum for Elementary Schools

I understand the procedures related to Petty Cash Funds and agree to administer the Petty Cash Funds accordingly.

Petty Cash Custodian – Print Name
(Person to whom check will be written)

Petty Cash Custodian Signature

Petty Cash Administrator's Name

Petty Cash Administrator's Signature

School/Department

Date