

Luther College Petty Cash Box Request Form
 (complete the top half and submit to Financial Services)

Date Requested

Date Needed (request at least 2 days in advance)

Date To Be Returned

Department/Organization

Account Name

Account Number

Event

Date of Event

Approved: Budget Center Director

ID #

extension

Denominations Needed:	Dollar Amount Needed:
Twenties	\$ _____
Tens	\$ _____
Fives	\$ _____
Ones	\$ _____
Quarters	\$ _____
Dimes	\$ _____
Nickels	\$ _____
Pennies	\$ _____
Amount Requested:	\$ _____

Check Which of These You Need

Box Bag Envelope

Deposit Ticket

(complete after event and return with box)

Person Making Deposit

ID #

SPO or Office

Cash _____

Checks _____

Starting Cash - _____

(keep separate from other cash)

Total Deposit

Description of Event for Cash Receipt Comment:

NARD

For OFS Use Only

Cashier Taking Request

Date

ACBL/Budget Center Director

Picked Up By

ID #

Cashier Accepting Returned Cash

Returned Cash

Date

OFS Session

Cashier's Initials