

Petty Cash Advance Form

I hereby sign that I have received \$ _____ on _____ for the purpose of _____
_____. I understand that I must submit detailed receipts to support the
cash expenditures. I also agree that I will be personally liable to repay any cash that is not supported by
appropriate receipts or if the cash is not used for the intended purpose.

Signature of person receiving cash

Date

Business Office

Date