

PETTY CASH ADVANCE

DATE: \_\_\_\_\_

A petty cash advance in the amount of \_\_\_\_\_ has been given to and received by \_\_\_\_\_ for the purpose of making a petty cash purchase. A receipt for this purchase and the balance of the advance will be returned to the custodian of the petty cash fund no later than the close of the work day following the day on which the advance is made.

\_\_\_\_\_  
Signature of Petty Cash Custodian

\_\_\_\_\_  
Signature of Recipient of Advance