

# Application for Petty Cash Fund Or Increase in Petty Cash

## Financial Services

Return Application in PDF by email to [pcash@mcmaster.ca](mailto:pcash@mcmaster.ca) for approval

Please visit <https://financial-affairs.mcmaster.ca/services/banking-ecommerce/pettycash/> for Petty Cash Instructions/Procedures

Please inform Financial Services of any change in information provided below

Please contact Financial Services if Petty Cash Float is no longer needed

### Application

Date of Application: \_\_\_\_\_ Account: 100130

Department Name: \_\_\_\_\_ Program: \_\_\_\_\_  
(5 digits)

Business Unit: \_\_\_\_\_

Fund: \_\_\_\_\_ Project: \_\_\_\_\_  
(2 digits) (8 digits)

Department: \_\_\_\_\_ PC Business Unit: \_\_\_\_\_  
(5 digits)

### Address

Building Code: \_\_\_\_\_ Office/Room #: \_\_\_\_\_

### Imprest Holder

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_  
(Imprest Holder)

Employee ID: \_\_\_\_\_

### Department Approval

Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_  
(Department Approver)

### Funds Requested

Amount Applied For: \_\_\_\_\_

Funds Previously Received (if any): \$ \_\_\_\_\_

### Reason For This Application:

### Financial Services Approval of Application

**FOR OFFICE USE ONLY**

Account Number: \_\_\_\_\_

(6 digits)

Voucher ID #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_