

Application for Petty Cash Fund Or Increase in Petty Cash

Financial Affairs

By signing this application, the Imprest holder and the Department Approver confirm their compliance with University Policies.

Return Application for approval to:

Lolita Reyollo-Zarzuela, Financial Affairs OJN 401A-5, or fax to 905-529-3272, or PDF to reyllol@mcmaster.ca

Please visit <https://financial-affairs.mcmaster.ca/app/uploads/2019/03/PETTY-CASH-GUIDELINES.pdf> for Petty Cash Instructions/Procedures

Please inform Financial Affairs of any change in information provided below

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

Application

Date of Application: _____ Account: 100130 _____

Department Name: _____ Program: _____
(5 digits)

Business Unit: _____
MAC01

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 Affairs Approval of Application

FOR OFFICE USE ONLY

Account Number: _____
(6 digits)

Voucher ID #: _____

Authorized Signature: _____ Date: _____