

**Northlands Job Corps Center****PETTY CASH REQUEST FORM****Section A - To be completed by requester**Payable to: John F Berry Dept\$ \_\_\_\_\_  
Requested Amount (**not to exceed \$100**)or Address: SHRORequested by: John F Berry

Signature: \_\_\_\_\_

Ext. or Phone No: 0189

I agree to reconcile all purchases and return any unused money and all required documents within 2 working days from the time the money is issued to me. I further understand that should I fail to comply with this provision, I will be subject to disciplinary action up to and including termination.

**INITIALS**Project: 7003.01.006.05 Acct: 610-201-30Org: 1.01.07.01

Goods or Services Requested For:

Item Description

Requested Amount

1	
2	
3	
4	
5	
<b>Total</b>	

Justification:

**Section B - Approvals**

1 - Dept Manager/Super	Date
2. Finance Mgr or Admin. Dir	Date

Issue By: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Cash Returned: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Total: \_\_\_\_\_

**Note - Petty Cash for over \$100 MUST be approved by CD or Corp. Office.**\_\_\_\_\_  
Center Director Signature or written approval from Corp. Director/Executive (over \$100.00)