



REQUEST FOR PETTY CASH

[Print Form](#)

Accounting
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 761-4042 || F: (907) 761-4086

DATE:	\$
PAY TO:	
DESCRIPTION:	
ACCOUNT CODE:	
RECEIVED BY:	
APPROVED BY:	
Checklist:	
<input type="checkbox"/> TWO SIGNATURES	<input type="checkbox"/> LESS THAN \$75.00 PER RECEIPT
<input type="checkbox"/> ORIGINAL RECEIPT	<input type="checkbox"/> ACCOUNT CODE AND DESCRIPTION

TAPE RECEIPT(S) HERE
Instructions

1. The front and back of the sheet may be used for submitting receipts.
2. Do not tape over any information (tape will make information disappear)
3. Tape top and bottom of each receipt
4. If a long receipt requires cutting:
 - a. Cut in open spaces only (do not cut through information)
 - b. Attach all pieces of the receipt to the form.