LIFE UNIVERSITY

PETTY CASH REQUEST	DATE: _____

Name: _____
(please print)

Department: _____

General Ledger code: DEPT NO. _____   Object Code NO. _____

Description _____

Total Expense $ _____

Advance Rec'd $ _____

Due (LU) Me $ _____

_____   _____
(Department Head Signature for APPROVAL)   Please Print   (Date)

_____   _____
(Signature of person receiving cash)   Please Print   (Date)

***TOTAL AMOUNT SHOULD BE FOR $25 OR LESS ***