



**BAYLOR**  
UNIVERSITY

Division of Finance & Administration  
Controller's Office

## PETTY CASH REQUISITION

**Date:** \_\_\_\_\_  
**Department Name:** \_\_\_\_\_  
**Department #:** \_\_\_\_\_  
**Department Approver:** \_\_\_\_\_

**Fund Custodian:** \_\_\_\_\_  
**Custodian BU ID #:** \_\_\_\_\_  
**Custodian Email:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_

PROPOSED USE OF FUNDS	AMOUNT

**Date Funds are needed:** \_\_\_\_\_

APPROVALS	
Custodian	Department

<b>Forward completed form to <a href="mailto:Financial_Services@Baylor.edu">Financial_Services@Baylor.edu</a> after department approval.</b> Controller's Office	Cashier's Office
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FUNDS RECEIVED BY
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Printed name	BU ID#	Signature	Date
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*The Custodian is responsible for the funds. Any lost or misappropriated funds will be recovered by Baylor payroll deduction.
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