

A The "Approved" stamps used below are available in ADOBE ACROBAT, by selecting Comments, then using the drop down menu on the stamp icon. Select Dynamic and Approved. These will reflect the person approving, along with the time and date of approval.

SAMPLE



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

A

APPROVED

By Bobbie_Doyle at 5:35 pm, Jan 04, 2019

A

APPROVED

By Bobbie_Doyle at 5:35 pm, Jan 04, 2019

Forward completed form to Financial_Services@Baylor.edu after department approval.

Controller's Office

Cashier's Office

A

APPROVED

By Bobbie_Doyle at 5:35 pm, Jan 04, 2019

A

APPROVED

By Bobbie_Doyle at 5:35 pm, Jan 04, 2019

FUNDS RECEIVED BY

Printed name

BU ID#

Signature

Date

*The Custodian is responsible for the funds. Any lost or misappropriated funds will be recovered by Baylor payroll deduction.