

K-State Student Union
PETTY CASH REQUEST FORM

Date: _____

Pay to: _____ Title: _____

Petty cash requests must be less than \$100. For requests of \$100 or more, a check request is required.

Description/Reason	Amount*	Expense Code	Department
Total petty cash requested			

**Applicable receipt(s) must be attached to this request.*

Additional information (optional):

Signature of requestee: _____

Department head signature: _____

Business Services disbursement date: _____ Business Services staff signature: _____
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Submit form and supporting documentation to:
K-State Student Union | Attention Business Services | Rm. 311
918 N. MLK JR. Drive, Manhattan, KS 66506
(785) 532-6575 | unionbusofc@k-state.edu