Fern Ridge School District 28J
88834 Territorial Rd., Elmira OR 97437
(541) 935-2253

PETTY CASH REQUEST FORM

School: EES VES FRMS EHS

Date of Request: _____

Person requesting petty cash: _____

Reason:

Amount: _____

Administrator Approval:

Cash Received by: Signature: _____

Date: _____

Petty Cash Custodian: _____

Name / Date

Budget Number to Charge: _____

Receipt attached? Circle: Yes No*

* non receipted items cannot be reimbursed to the school

effective 10/01/03

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