

Psychology Department
Request for Petty Cash or Checks

Today's Date: _____

Please Check One Box and Complete that Section

Please Prepare Checks for the Following People

<u>Name</u>	<u>Check Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Please Prepare

___ checks in the amount of \$ _____ each
___ checks in the amount of \$ _____ each
___ checks in the amount of \$ _____ each
___ checks in the amount of \$ _____ each

Required on: _____ (date) _____ (time)

Professor's Name: _____

Account Charged: _____

(Required)

Person completing this request: _____

Please Print

Signature

Requests should be completed two days in advance of requested pick up!!