

PETTY CASH ADVANCE

I, _____ acknowledge receipt of \$ _____ from DHS _____
(Print name of employee) (Print name of program)
Program as an advance of petty cash funds for me to purchase the following approved item(s):

I understand that I am personally responsible to ensure that all expenditures made from these funds are only for the approved intended purpose. I further agree to provide a complete accounting of those expenditures by turning in receipts for every expense along with any unused funds no later than two business days after purchasing the approved items.

Advance approved by: _____ Date: _____
(Manager's signature)

Advance issued by: _____ Date: _____
(Custodian's signature)

Advance received by: _____ Date: _____
(Signature of employee receiving advance)

Acknowledgement of purchase with original sales receipt

- | | | |
|----|--------------------------------------|----------|
| 1) | Actual amount of authorized purchase | \$ _____ |
| 2) | Amount of unused funds returned | \$ _____ |
| 3) | Total (lines 1 & 2) | \$ _____ |
- (Line 3 should equal the amount of the advance issued)

Unused funds/sales receipt received by: _____ Date: _____
(Custodian's signature)

Unused funds/sales receipt submitted by: _____ Date: _____
(Employee's signature)

Instructions: Custodian circle authorized purchases in blue or red ink if sales receipt has additional purchases. Total of circled items must equal the amount of authorized purchases entered on line 1. Attach the sales receipt to the Petty Cash Advance form.