

Petty Cash Authorization

Annual Reporting of Authorized Petty Cash On-Hand

I, _____, hereby certify that Northshore Technical Community College
_____ has an authorized petty cash fund in the amount of \$ _____,
and the balance on hand of the petty cash fund is \$ _____.

Request for Revision in Petty Cash Authorization **N/A**

The _____ Campus of Northshore Technical Community College is requesting
a _____ in the amount of \$ _____ for the petty cash fund previously
approved for this campus. If approved, the authorized petty cash amount for the
_____ Campus will be \$ _____.

Request for Petty Cash Authorization **N/A**

The _____ Campus of Northshore Technical Community College is requesting
authorization for \$ _____ in petty cash funds for limited uses in accordance with the NTCC
petty cash policy. The petty cash custodian will be _____. The estimated uses of
the petty cash fund are _____
_____. The campus will follow all NTCC policies related to petty
cash and cash handling; and use the funds only for authorized purposes.

Approvals:

Dean of Campus Admin

Petty Cash Custodian

Date

College Petty Cash Fund Officer

Director of Accounting

Date

Petty Cash Custodian's Supervisor

Vice Chancellor of Finance & Administration

Date