Petty Cash Requisition Form
Maximum $100.00

Pay to: ___________________________  Date: ___________  Amount: ___________

Account to be charged: ______________________________________________________

Business Justification for Petty Cash: ________________________________________

By signing below, I acknowledge and accept the responsibilities detailed in the BTI Petty Cash Policy. Receipt must be attached for reimbursement. Sales tax is not reimbursable. Alcohol is a disallowed expense and may only be reimbursed per BTI Alcohol Policy.

Petty Cash Custodian: ______________________________________________________
  Signature of Custodian 1  Signature of Custodian 2

Requestor: ___________________________  ________________________________
  Signature of Requestor  Signature of Supervisor

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