

Petty Cash Advance Request Form

This **petty cash advance request form sample template** streamlines the process of requesting small cash advances for office expenses. It ensures proper documentation and approval, enhancing financial accountability. Easily customizable, this template suits various business needs.

1. Requestor Information

Name	<input type="text"/>
Department	<input type="text"/>
Date of Request	<input type="text"/>

2. Advance Details

Purpose of Advance	<input type="text"/>
Amount Requested	<input type="text"/> (Currency: <input type="text" value="USD"/>
Date Needed	<input type="text"/>

3. Approval

Requestor's Signature	<input type="text"/>	Date	<input type="text"/>
Authorized Approver	<input type="text"/>	Signature	<input type="text"/>
Approval Date	<input type="text"/>		

4. For Accounting Use Only

Disbursed By	<input type="text"/>	Date	<input type="text"/>
Remarks	<input type="text"/>		