

REQUEST FOR PETTY CASH FUND

EDUCATION CONSORTIUM OF CENTRAL LOS ANGELES

2801 S. HOOVER STREET, LOS ANGELES, CALIFORNIA 90007

(213) 743-4516 PHONE (213) 743-4511 FACSIMILE

I hereby request establishment of a petty cash fund for expenditures on behalf of the _____ program.

Sponsored projects may use a petty cash fund to ease reimbursement or expenditure of small amounts of money. A single individual will have a check made to him/her and that person will be responsible for returning to ECCLA original receipts and remaining cash equal to the original amount of petty cash issued. Petty cash is generally appropriate for individual expenditures of \$25 and under. Typically projects request \$200-300. Funds may be replenished if necessary.

Purpose of request (mark one):

establish petty cash fund replenish petty cash fund Amount requested \$ _____

Reason for needing petty cash: _____

Responsible individual _____

Street address _____

City, State, Zip _____

Phone _____ e-mail _____

REQUIRED:

I UNDERSTAND THAT I WILL BE PERSONALLY RESPONSIBLE FOR RETURNING RECIEPTS AND CASH TO ECCLA TOTALLING THE REQUESTED AMOUNT.

RESPONSIBLE PARTY SIGNATURE _____
DATE

APPROVED BY (PROJECT DIRECTOR SIGNATURE) _____
DATE

PRINT APPROVER NAME _____
EMAIL _____
PHONE

FOR OFFICE USE ONLY