

Cash Paid Out Request Form

Today's Date: _____

For:

- Vendor/Payee that is known in advance
- Receipt/Supporting documentation will be available and **processing a check is not appropriate.**

NOT For: Employee Travel or Entertainment advance**Criteria:**

- 72 hour notice required for request up to \$2,500
- 10 business days required for requests greater than \$2,500

*****If above criteria is not met, cash may not be available.*****Pick-up:** Treasury Services between 9:00am – 4:00pm, normal business days.**I understand that I am responsible for the return of receipts and/or cash, in full amount, as stated below.**

Event Date: _____ Cash Needed by: _____

Event Name: _____ Event Location: _____

Purpose of Cash Paid Out: _____

Department Name: _____**ACCOUNTING for cash receipt/return:**

Amount: \$ _____ Denominations: _____

INDEX: _____ Account: _____ 1904 _____

I authorize _____ with 79# _____ to pick up my paid out from Treasury.

ACCOUNTING for where Cash Paid Out expense should be recorded:

INDEX: _____ Expense Account: _____

Completed form to be submitted to your [Fund Accountant](#).

Requestor: _____ Extension: _____

Requestor Signature: _____ Date: _____

Supervisor Name: _____ Extension: _____

Supervisor Signature: _____ Date: _____

Grant Accountant: _____ Extension: _____

Grant Signature: _____ Date: _____