

DOE PETTY CASH REQUISITION

PERSON ORDERING: _____

DATE: _____

DIVISION: _____

Proj/Org/Acct _____ \$ _____

_____ \$ _____

APPROVAL (Printed) _____

SIGNATURE _____

Item No.	Article or Service	Amount
TOTAL AMOUNT		\$ _____

Per JLab Policy 401.02(A) Petty Cash is intended to reimburse POV mileage and other local travel expenses up to \$100. Provide a justification if your emergency purchase is for any other purpose.

Finance Approval/Date
