



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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