



LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Financial Accounting and Reporting
204 Thomas Boyd Hall

PETTY CASH CHECK REQUEST

AS750

This form should be used to request petty cash advances for change funds.

Request Date _____

Department		
Contact		
Phone	Fax	E-mail

Supplier ID #	SPL-44555	Payee	Melanie Powell, Fund Custodian				
Document #		Address	Bursar Operations, 125 Thomas Boyd Hall				
Document Date		City	Baton Rouge	State	LA	Zip	70803

Spend Category	Petty Cash (SC8000)
Fund	
Amount	

Purpose of Payment _____

Notify department when check is ready.

Routing and Approval Signatures – LSU		
Petty Cash Custodian, Department	Printed Name	Date
Department Head	Printed Name	Date
Petty Cash Administrator, FAR	Printed Name	Date

Routing Petty Cash Check Request: Dept → Financial Accounting & Reporting → Accounts Payable & Travel