

Village of Poplar Grove

Petty Cash Request Form

Date of Request: _____

Department: _____

Requested By: _____

Supervisor: _____

Amount Requested (Not to exceed \$50.00 unless authorized by Village President):
\$ _____

Purpose of Expense: _____

Certification:

I certify that the requested petty cash funds will be used for official Village business and comply with the Village of Poplar Grove Petty Cash Policy.

Requestor Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Approval (Two of the following required):

Village Collector: _____ Date: _____

Village Treasurer: _____ Date: _____

Village President: _____ Date: _____

Receipt Attached After Purchase: Yes No

Date Returned/Reconciled: _____