



IMPREST CASH REQUISITION FORM

Please fill out form and securely attach all original receipts before submitting for Petty Cash.

DATE : _____

Requesting Unit : _____

Total Amount : _____

Petty Cash Request for: _____

Description : _____

Custodian Name & Signature: _____

Internal Control Approval: **Approved** { } **Not Approved** { }

Internal Approval Authority (Director): _____

Approved By (Chairman – HIET) : _____