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-67627	Payee	Mary Catherine Smiley, 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