



Petty Cash Authorization/Change Request

Request for Petty Cash Authorization

The \_\_\_\_\_ campus of Louisiana Technical College is requesting authorization for \$ \_\_\_\_\_ in petty cash funds for small purchases in accordance with the LTC petty cash policy. The petty cash custodian will be \_\_\_\_\_

The estimated uses of the petty cash fund are \_\_\_\_\_

The campus will follow the LTC policy related to petty cash and use the funds only for authorized purposes.

Request for Change in Petty Cash Authorization

The \_\_\_\_\_ campus of Louisiana Technical College is requesting a decrease/increase in the amount of \_\_\_\_\_ for the petty cash fund previously approved for this campus. If approved, the authorized petty cash amount for the \_\_\_\_\_ Campus will be \_\_\_\_\_.

**Approvals:**

\_\_\_\_\_  
Campus Dean Date

\_\_\_\_\_  
Regional Accountant Date

**For Central Office Use Only:**

\_\_\_\_\_  
Cash Management Review Date

\_\_\_\_\_  
Approved Date

*Policy Reference:* LTC Policy # FS1930.343 Petty Cash

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Financial Services Committee	11/18/05	
X	Regional Accountants	11/18/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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*SIGNATURE*



*James R. Sawtelle, III*  
*Vice President for Career & Technical Education*