

**NORTHWEST SCHOOL DIVISION #203**

**APPLICATION FOR PETTY CASH**

Petty Cash funds are available upon request in hundred dollar increments from \$100.00 to \$500.00 (where circumstances warrant). The purpose of Petty Cash is for the purchase of local school needs and is not intended to replace the regular ordering process of submitting requisitions for the preparation of purchase orders through the central office. Also, keep in mind that these funds are part of the school's decentralized budget. A copy of the conditions under which the Petty Cash fund is issued is attached.

*Please use the form at the bottom of the page to apply.*

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I, \_\_\_\_\_, Principal at  
\_\_\_\_\_ School hereby make application for a Petty Cash fund in the amount  
of \$ \_\_\_\_\_ dollars for the \_\_\_\_\_ academic year.

I understand and agree to abide by the terms under which the Petty Cash fund is issued as indicated on the Conditions of Acceptance of Petty Cash fund.

\_\_\_\_\_  
In-School Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date