

DOE PETTY CASH REQUISITION

PERSON ORDERING:

DATE:

DIVISION:

Proj/Org/Acct

\$_____

\$_____

APPROVAL (Printed)

SIGNATURE

[illegible]

Per JLab Policy 401.02(A) Petty Cash is intended to reimburse POV mileage and other local travel expenses up to \$100. Provide a justification if your emergency purchase is for any other purpose.

Finance Approval/Date