Petty Cash Requesting Form

| Date: | |
|----------------------|--|
| Го Shroff, | |
| Pay | |
| For | |
| From petty cash. | |
| Receiver name (| |
| Receiver signature (| |
| | |
| | |
| Assistant Bursar | CEO / Assistant Registrar |
| Bill settled date: | |
| Bill Amount: | |
| Cash Balance | • Settle the cash advance within 3 days. |
| | • Maximum cash advance is Rs. 1,000 /= |