

Appendix A



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Petty Cash Request Form

Please complete all sections below. Incomplete forms will be returned, and no petty cash will be issued.

Amount requested as itemised below	
Cost centre	
Department	
Budget Holder	

Description of purchase	Expense code	Amount	Justification
Total		€	

Declaration: I declare that in drawing down the amount requested above, I am adhering to QAXXX Cash Handling and Petty Cash Policy.

Budget Holder Signature: _____

Cash Received by: _____ (Print Name)

Cash Received by: _____ (Signed)

Sign on receipt of Cash (Do not sign beforehand)

Note: Petty Cash is to cover minor expenses that do not exceed € 50 per item.