

Hudson Valley Community College

Troy, NY 12180

PETTY CASH AUTHORIZATION

I HEREBY AUTHORIZE THE DEDUCTION FROM MY SALARY THE SUM OF MONEY AS DETERMINED BY AUDIT THAT IS SHORT OR EXPENDED WITHOUT PROPER AUTHORIZATION FROM THIS PETTY CASH FUND OF \$ \_\_\_\_\_.

THIS FUND IS SUBJECT TO PERIODIC AUDIT.

I ALSO HEREBY AGREE TO COMPLY WITH THE PETTY CASH PROCEDURES WHICH I RECEIVED AND UNDERSTAND.

Date: \_\_\_\_\_

Signature of Custodian: \_\_\_\_\_

Printed name of Custodian: \_\_\_\_\_

This record will be controlled by the Assistant Comptroller.

Check No.: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Authorized by: \_\_\_\_\_

*Signature*  
(Finance Office Approval)