

ERI

Olive View-UCLA Education & Research Institute

14445 Olive View Drive – Research Administration Office

Sylmar, CA 91342-1495

Telephone (747) 210-3434 Fax (747) 210-3465

Website www.ovuclaeri.com

ERI Vendor Number:

PETTY CASH – CHECK REQUEST

Payee Name	
Address	

Fund Number	Object Code	Description	Amount
	7610	Replenish Petty Cash	
	7611	Establish Petty Cash Fund	
		TOTAL	

Fill in the following information:

Cash on Hand	\$
Plus Receipts	\$
Equals Original Petty Cash Amount	\$

NOTE: Current balance of cash on hand PLUS this request must equal the amount of the established petty cash fund amount.

Prepared By _____ Phone _____ Date _____

Approved By _____ Phone _____ Date _____

INSTRUCTIONS:

- Only one payee per check request.
- Petty cash receipts must be attached.
- Submit completed request to the ERI Administrative Office. Call (747) 210-3434 with questions.