



## Group Petty Cash Request Form

This form is to be submitted to the office of Radio 4EB in order to request **Petty Cash** for the group to be made by the office. This form must be completed with Signatures and all information requested.

**Please note:**

1. Without a properly issued event information or purchase, this form will not be processed.
2. Petty Cash form which group funds are requested to be spent, must be approved by the group's Committee. As per the Treasurer's responsibilities "any expenditure by a group must be approved by the committee and recorded in the minutes at the group's committee meeting".
3. Unless prior approval in writing is obtained from the Treasurer of Radio 4EB (EBAQ Ltd.) only Petty Cash which is related to the production of programs and admiration of the group affairs may be authorised.

**GROUP:** \_\_\_\_\_

**Amount of Petty Cash requested: \$** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Details of the account where funds are to be paid:**

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: \_\_\_\_\_

Account Number: \_\_\_\_\_

**Authorization:**

The Petty Cash amount listed above has been approved by the group's committee and recorded in the minutes of the committee meeting on \_\_\_\_\_ (please specify date).

**OR**

The Petty Cash Amount listed above has been approved by the group's representatives as indicated below.

**Convenor/Secretary**

\_\_\_\_\_  
(Name)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature)

**Treasurer**

\_\_\_\_\_  
(Name)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature)

**Office Use Only**

Received: \_\_\_\_\_

Entered: \_\_\_\_\_

Paid: \_\_\_\_\_

Ref: \_\_\_\_\_

**NOTE:** Please retain and forward original receipts to 4EB following completion of purchase/s from Petty Cash Funds. These are required for Audit purposes.