

Northeastern Catholic District School Board

101 Spruce Street North
TIMMINS, ON P4N 6M9

Telephone: (705)268-7443
Fax: (705)264-0333

PETTY CASH ADVANCE

THIS IS TO CONFIRM THAT

NAME OF PERSON

HAS BEEN ADVANCED PETTY CASH FOR

NAME OF SCHOOL OR OFFICE

IN THE AMOUNT OF \$ _____

DATED: _____

THE PETTY CASH WILL BE RETURNED TO THE ADMINISTRATION OFFICE IN TIMMINS, UPON CHANGE MADE TO THE NAME OF PETTY CASH HOLDER OR REQUEST MADE BY THE ADMINISTRATIVE OFFICE.

MANAGER OF FINANCIAL SERVICES

SIGNATURE

Please forward to **Accounts Payable at the Timmins Board Office.**

Revised Aug 01 dd Cream