

**PETTY CASH CHECK REQUEST FORM - Payroll**

**EMAIL TO** [UTC\\_AP@utc.edu](mailto:UTC_AP@utc.edu)

**6032834** *VANASIA C PARKS, ASSOC VC*

accounting services use only **CHECK NUMBER**

**DATE TO PAY**

**PAYABLE TO**

**AMOUNT**

**DISTRIBUTION COMBINATION** 40-1258011-407011-200435-000-0000-00-0000

***COMMENTS***

**EMAILED FROM**

**APPROVAL**

**PLEASE ADD SCREENSHOTS BELOW IF NECESSARY**