City of Richmond

Administrative Manual

Finance Department
PETTY CASH
AUTHORIZED SIGNATURES

Date: _____

To: _____
Finance Director

From: _____ _____
Director Department

The following designated management officials are authorized to approve Petty Cash Vouchers for payment from the department listed above:

_____	_____
Print Name	Authorized Signature
_____	_____
Print Name	Authorized Signature
_____	_____
Print Name	Authorized Signature
_____	_____
Print Name	Authorized Signature
_____	_____
Print Name	Authorized Signature