



## Payroll Petty Cash Request Form (ACH Transfer)

If the request is for a nonexempt employee please note that all hours for the period must be **entered, approved and transferred** prior to submitting the form. In all cases, the employee must have direct deposit set up.

Employee Name			ID Number	Personnel Number
Payroll Area	Monthly	Biweekly	Pay Period Number	Gross Amount

What event triggered this action?

Please provide the justification for this request.

Please explain your process improvements.

Preparer Name

Date of Request

Department Name

Organizational Unit Number

Department Administration Signature

Department Approval Signature

**CAFE Business Center Use Only**

Date/Time Received	
Approved/Name/Date	
Denied/Name/Date	