

Petty Cash / Check Request

Greater Boston Convention & Visitors Bureau

Petty Cash Regular Check Grant Check Payroll Check

Requested By _____ Approved By _____

Date Req Rec'd _____ Date Check Required _____

Make Check Payable To: _____

Address: _____

Do you want check mailed to above? Y N

If No then returned to: _____

<input type="checkbox"/>	<u>Acct#</u>	<u>Dept#</u>	<u>Description</u>	<u>Amount</u>
<input type="checkbox"/>	477	005	Postage	_____
<input type="checkbox"/>	487		Local Travel	_____
<input type="checkbox"/>	484		Out of town travel	_____
<input type="checkbox"/>	424		Tradeshows	_____
<input type="checkbox"/>	420		Dues & Subscriptions	_____
<input type="checkbox"/>	Other			_____

Total Amount: