



# *Law Society of Ireland*

## *Law School*

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### **Petty Cash Requisition**

**Note:** Petty cash requests must not exceed €20.00

**Date:** \_\_\_\_\_

**Payee:** \_\_\_\_\_

\_\_\_\_\_

**Purpose/Requirement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorised by:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**I the undersigned have received the amount stated above. I undertake to furnish the Law School with receipts and any cash balance totalling the amount received within 7 days of this request. In the event that I do not produce receipts within the allotted time I understand and agree that any shortfall will be deducted from my wages/salary.**

**Requested by:** \_\_\_\_\_

*Requisition number:* \_\_\_\_\_

*Amount returned* \_\_\_\_\_

*Please attach invoice/receipt*