

Petty Cash Request Form

Petty cash shall be used to purchase items in line with Finance policy PL-FIN-CAS-001 with value less than or equal to QR 2000.

Petty cash may not be used for:

- Purchase of supplies costing more than QR 2,000 (Invoice splitting is not permitted);
- Travel Expenses, except for local conveyance (taxi fare);
- Any items for personal use;
- Research project personnel and technical consultants payment;
- Personal loans or salary advances.

| Research Project Information | | | |
|------------------------------|--|------------|--|
| Research Grant # | | Project PI | |
| Research Project Title | | Job # | |

| Requested Payment Information | | | |
|-------------------------------|--|--------------------------|--|
| Pay to the order of | | Amount (Maximum QR5,000) | |
| Bank Account | | | |

| | | | |
|--------------------------------------|------------|------------------------------|-----------------------------|
| <input type="checkbox"/> First Time | Reconciled | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Second Time | Reconciled | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Third Time | Reconciled | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

****Note: Original invoices/receipts are required for petty cash reconciliation.**

Signature of Principle
Investigator (PI):

Date: _____

Signature of Accountant : _____

Date: _____

Kindly make all the necessary action to:

| | | | |
|----------------------|----------------|--------------------------------|--|
| Pay to the order of: | | | |
| Amount (QR): | Payment Method | <input type="checkbox"/> check | <input type="checkbox"/> Wire transfer |

Signature of Director of
Academic Research:

Date: _____