Reset

PETTY CASH REIMBURSEMENT

Instructions: Complete this form to replenish a department's petty cash fund or to reimburse a department (without a petty cash fund) for expenses incurred for qualifying purchases. See the Petty Cash Funds Policy for eligible purchases and purchase limits. Attach original receipts and submit the completed form in person to Fiscal Services at either the Main or Downtown campus and retain a copy for your department's records.

Please reimburse _____ the sum of $_____ from petty cash
(*department name/individual payee name*)

and charge to account number _____ **OBJECT CODE** _____

Description of Purchase:

	TOTAL = **$**_____

Authorized Signature _____

Department Name _____ Department Phone Number _____

PROXY AUTHORIZATION ***(optional)***

I authorize _____ to pick up the corresponding reimbursement from Fiscal Services on my behalf.

Funds Received by: _____

Cashier: _____ Date: _____

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