

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

PETTY CASH REIMBURSEMENT

Please reimburse \_\_\_\_\_

\$ \_\_\_\_\_

From petty cash and charge to account number \_\_\_\_\_ **CODE** \_\_\_\_\_

Appropriate original receipts are attached.

Description of Purchase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Department Name

\_\_\_\_\_

Department Phone Number

\_\_\_\_\_

TOTAL = \$ \_\_\_\_\_

Funds Received by: \_\_\_\_\_

Cashier: \_\_\_\_\_ Date: \_\_\_\_\_

1 - Fiscal Service  
1 - Retained by department