



Hand deliver to: Cashier, located in Business Services Building. Hours: 9:00-3:00 Mon-Thu
9:00-12:00 Friday, Closed 12-1 Daily

PETTY CASH REIMBURSEMENT FORM

Attach Original Receipts

**For purchase of college materials, not to exceed \$50.00 per month, per employee.
Please do not separate your reimbursement request to stay below the \$50 limit.
Reimbursements in excess of \$50 should use the form Purchase Under \$500.
Not to be used for conference and mileage reimbursement.**

Claim submitted by _____

Department _____

Amount (not to exceed \$50.00 per month) _____

Program # _____ Account # _____

Description of Item _____

Item(s) purchased from _____

Date of Purchase _____

Authorized Signature

Approving Disbursement _____

(Your signature signifies funds are available and this is an appropriate expense)

Cash Received by _____ Date _____

Signature

Updated: 8/14/2008