



## 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 \_\_\_\_\_ G# \_\_\_\_\_

Department \_\_\_\_\_

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

Fund # \_\_\_\_\_ Organization # \_\_\_\_\_

Account # \_\_\_\_\_ Program # \_\_\_\_\_

Description of Item \_\_\_\_\_

Purpose of Purchase \_\_\_\_\_

\_\_\_\_\_

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