

PETTY CASH REQUISITION FORM

NAME: _____ DATE: _____

DEPARTMENT: _____

DESCRIPTION OF REIMBURSEMENT:

TOTAL TO BE REIMBURSED: \$ _____

SIGNATURE: _____

- * NOT TO EXCEED \$50
- * RECEIPTS MUST BE ATTACHED
- * SALES TAX WILL NOT BE REIMBURSED
- * REIMBURSEMENT FOR TRAVEL IS NOT ALLOWED THROUGH PETTY CASH

APPROVED BY: _____

DEPARTMENT ADMINISTRATOR

.....
OFFICE USE ONLY:

DATE PAID: _____

PAID BY: _____

ACCOUNT NUMBER: _____