

Petty Cash Reimbursement

Date of Reimbursement:

Requestor Name:

Department/Agency:

Purpose of Expense:

Purchase Description	Purchase Amount
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Total Amount Requested:	

Note: Petty cash funds are only for the purpose of infrequent purchases of \$100 or less. Reimbursement for purchases will be made only for the cost of purchase less sales tax with the exception of reimbursements made out of agency funds (student clubs).

Business Office Use Only	
Account Number	Amount

College Dean/Department Head

Date

Asst. VP of Financial Affairs

Date

Required Attachment Instructions:

- **Itemized Receipts**
- Meeting Agenda and Attendance Roster