

Petty Cash Reimbursement

	Date of Request:	
Requestor Name:	Department/Agency:	
Purpose of Expense:		
Purchase Description	n	Purchase Amount
	Total Amount Requested:	
Note: Petty cash funds are only for the purpose of infrequence only for the cost of purchase less sales tax with t		
Business Office Use Only Account Number Approval	Requestor	Date
	College Dean/Department Head	d Date
	Asst. VP of Financial Affairs	Date

Required Attachment Instructions:

- Itemized Receipts
- Meeting Agenda and Attendance Roster