

LINE# _____ RECEIPT# _____

RECEIVED OF PETTY CASH

**PETTY CASH REQUEST FORM**

- Petty cash reimbursements are authorized up to \$100 per transaction
- Expenses over 120 days old (anything older than 120 days must be reimbursed through an expense report)
- Lost original receipts require a Lost/Missing Receipt Form
- Please complete the form below and return form with receipt to Rebecca Tran (Y2E2 Rm140)

No. _____ (to be completed by Rebecca)

Date Form is completed: _____

Requested by (person who incurred expense(s): _____

Description of item purchased/service rendered:	AMOUNT	
Business Purpose:		
For meals, list attendees:		
PTA to be charged:	Total:	

Cash Received by: (Please print)_____
Cash Received by (Please sign)_____
Authorized Approver (Professor or Dept. Mgr)
Please print_____
Authorized Approver (Professor or Dept. Mgr)
Please sign