

RECEIPT FOR PETTY CASH EXPENDED

Department Reference _____ Date _____

Vendor	Description of Purchase	Dept. No.	Fund No.	Obj.Class	Proj. No.	Amount

Employee who made purchases: I have been reimbursed for the purchases indicated above. I understand that this reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

TOTAL REIMBURSEMENT	
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Name: _____

Signature: _____ Date _____

Budget Administrator: The purchases for which reimbursement have been made are in compliance with University policy. This reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

Signature: _____ Date _____

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