



## Petty Cash Form

This form must be fully completed and submitted to the Campus Financial Services Center, W-131A for reimbursement. The maximum petty cash reimbursement is \$25.00 per day. Please tape (no staples) all of your receipts to this form in the space provided below. If necessary, additional blank sheets may be used. See Petty Cash Form-Instructions for further details.

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Description and Business Purpose of Items Purchased: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Tape receipts in this space (no staples). Do not place tape on important receipt information as it causes the ink to disappear.

If necessary, additional blank sheets may be used.

**Important**

Only original receipts can be accepted.

\_\_\_\_\_  
Name of Person Receiving Cash (please sign and print)

\_\_\_\_\_  
Approver's Signature (Account Manager/Supervisor)