

PETTY CASH REQUEST

Purchasing Department

To faculty/staff members: Please complete the following for petty cash reimbursement requests and attach original receipt(s).

Form must be approved by department head/financial manager before you take it to Purchasing for payment.

Requested by (Print Name): _____

Date: _____

Purchased Item	Vendor	Item Total

Total Reimbursement: \$ _____

Department Name	GL/Commitment Item	Cost Center	WBS	Internal Order

Authorized by: _____
Responsible Person (Financial Manage)

Received from Purchasing Dept. by: _____ _____
Date