

PETTY CASH REQUEST

Office of Student Accounts (OSA) | Room 246, Lyle Hall | 717-871-5101

Please complete the form as follows:

- ▶ Attach original receipt(s) showing the total amount requested-not to exceed \$50
- ▶ The entire form, including signature of department head / financial manager *must* be completed
- ▶ Cash must be picked up in person at the OSA; requests cannot be fulfilled via mail

Requested By: _____

Date: _____

Purchased Item(s)	Vendor/Purchased From	Item Total
Total Reimbursement:		\$

▶ **Validation for Cash Purchase:**

All purchases must adhere to Procedure/Standard Number 2011-07 Expenditures of Public Funds Guidelines, Standards and Limitations

Please include: Department Name, GL/Commitment Item, and Cost Center *or* Internal Order

Department Name	GL / Commitment Item (6 digits)	Cost / Fund Center (10 digits)	Internal Order / WBS (6 digits)

Authorized by: _____

Print

Signature

Cash received by: _____

Print

Signature

Date: _____

Cash dispensed by: