

PETTY CASH REIMBURSEMENT VOUCHER

DATE	PAYEE			
DESCRIPTION AND PURPOSE OF ITEMS PURCHASED				
FUND	CENTER	ORDER	G/L ACCT	AMOUNT
TOTAL				
DEPARTMENT HEAD APPROVAL			DATE	
BUSINESS OFFICE APPROVAL			DATE	
PURCHASING APPROVAL (IF REQUIRED)			DATE	
REIMBURSEMENT RECEIVED BY			DATE	

INSTRUCTIONS

- [1] All reimbursements requests require the signature of the employee's department head and business manager. Departments without business managers must obtain Accounting Services approval.

- [2] Reimbursements require additional Purchasing approval if any of the following conditions apply:
 - [c] The cost of any individual item exceeds \$50.
 - [d] The total purchase from any vendor exceeds \$100 per day.

- [3] No sales tax will be reimbursed on in-state purchases.
- [4] Only original, itemized, machine-printed receipts will be accepted.
- [5] Receipts must be taped or glued to this voucher (use the back if necessary). Do not submit loose receipts. Do not use staples.

Additional information (if required):