



**PETTY CASH REQUEST (Less than \$100)**

- Original receipts must be attached to this form.
- Use "Travel Reimbursement Form" for any travel related expenses.
- Petty cash available in the Business Office.

Date Requested \_\_\_\_\_  Mail  Pick-Up

Date Needed \_\_\_\_\_ Dept \_\_\_\_\_

Tax/Emp # \_\_\_\_\_

Payee/Emp Name \_\_\_\_\_

Address \_\_\_\_\_

BUDGET / DEPT CODE				DESCRIPTION	AMOUNT
				TOTAL	

Additional Description of Purchases

Budget Mgr: (Signature) \_\_\_\_\_

Budget Mgr: (Name) \_\_\_\_\_

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