

PETTY CASH RECEIPT

Please attach small receipts to an 8 1/2 X 11 sheet

Vendor Name _____

Date _____

Dept _____

Account No. _____

Requisition No. _____

Code _____

Quantity	Description	Price	
TOTAL			

Purchase of commodities with an aggregate total \$50 or less may be reimbursed from the Cashier.

Purchases over \$50 require approval of the Director of Purchasing.

Purchases from the University Store, Food Court Vendors, Parking Services, Mail Services and Library, via the Internet or an individual CANNOT be reimbursed with petty cash.

FOOD purchases (limited to \$50 with petty cash) require date of meeting, number of attendees, purpose and benefit to University. Reimbursements must be approved by the Director of Accounting or his designee.

Non-employee study participants may pick up their funds at the Cashier's Office with proper identification (driver's license, employment I.D. card, etc.)

Approvals

1. _____
 Dept. Chair or Principal Investigator Date
2. _____
 Director of Purchasing if over \$50 Date
3. _____
 Received by Signature Date

 Printed Name - Telephone Number

Revised 2/04