

***** PETTY CASH REPORT - DEPARTMENTAL FORM *****

Department: _____

Date: _____

AMOUNT OF CHECK BEING REQUESTED = "Total to be Reimbursed" \$-

Total Petty Cash \$	250.00	Change Drawer Amount: \$	
Petty Cash for Expenses:	\$ 250.00		(original amount)
Less: Cash on hand:	\$ _____		(actual money left)
Total to be Reimbursed:	\$ _____		(#1 minus #2)
Less: Receipts:	\$ _____		(total of receipts)
CASH OVER/SHORT	\$ _____		(#3 minus #4)

If "Over/Short" please explain: _____

LIST EXPENDITURES AND ATTACH RECEIPTS

DATE	PLACE AND PURPOSE OF EXPENSE *	AMOUNT	ACCOUNT #
Total		\$-	

* If meals include other persons, IRS regulations require that you list the names of guests and the business purpose of the meeting.

PLEASE ALLOW AT LEAST 3 DAYS FOR PROCESSING YOUR CASH REQUEST.

Submitted by: _____ ext. 3056

Approval by: _____

Business Office Approval: _____