

# CALS/CHE Business Service Center

## Petty Cash Form

Petty cash funds are used to reimburse for small dollar expenses **not exceeding \$100.00 per transaction.**

Please refer to University [Policy 3.21](#) Advances

**Attach original receipt below** and personally submit to BSC main office located in **115 Bruckner Hall** for reimbursement

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Vendor: \_\_\_\_\_ Amount: \_\_\_\_\_

Business Purpose (please be specific, include description of goods): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Account # to Charge: \_\_\_\_\_ Department Authorization: \_\_\_\_\_

Authorized for reimbursement by (BSC Representative): \_\_\_\_\_

Signature for cash received: \_\_\_\_\_ Date Received: \_\_\_\_\_

**By signing this form you are attesting these are accurate charges and you are not claiming reimbursement from any other source.**

**NOTE: If travel expenses exceed \$100.00 please use the online [Travel Reimbursement System](#), do not seek petty cash.**