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.