CALS/CHE Business Service Center
Petty Cash & Personal Purchase Reimbursement 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.