

## PETTY CASH REIMBURSEMENT FORM

Seq.	Fund	GL#	Func	Prog	Obj	Unit	Amount
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____	_____	_____

Request Total    \$ \_\_\_\_\_

**Petty Cash Balancing Section:**

Petty cash beginning balance	\$ _____
Less listed expenditures	\$ _____
Remaining petty cash balance	\$ _____ *

\*must equal money in box

\_\_\_\_\_  
Site Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Approval Signature

\_\_\_\_\_  
Date