

RECEIPT FOR PETTY CASH EXPENDED

Department Reference: _____

Date: _____

Vendor	Description of Purchase	Dept. No.	Fund No.	Obj. Class	Proj. No.	Amount

Employee who made purchases : I have been reimbursed for the purchases indicated above. I understand that this reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

TOTAL REIMBURSEMENT:

Name: _____

Signature: _____

Date: _____

PENNSTATE



Budget Administrator: The purchases for which reimbursement has been made are in compliance with University policy. This reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

Signature: _____

Date: _____

ATTACH RECEIPTS WITHIN THIS AREA (use tape)
If additional space is needed, attach receipt(s)
by stapling to the back (one staple, upper left hand corner)