

Murray State University
Accounting & Financial Services
Request for Petty Cash Reimbursement

Expenditures under fifty dollars (\$50.00) may be made from the fund. Each disbursement from petty cash funds must be supported by a vendor's receipt. (A receipt is an original copy on a pre-printed form of the vendor that establishes the amount, date and essential character of the expenditure). See University Petty Cash Fund Policies & Procedures for additional information.

Please reimburse: _____ for expenditure to
(Employee Name)

_____ in the amount of \$_____.
(Business Name)

Charge FOAPAL Account No:

1- _____ - _____ - _____ - _____
(Fund) (Organization) (Account) (Program)

Organization Name: _____

Purpose of expenditure and reason it could not be procured through normal PCard or invoicing procedures: _____

Approved: _____ Date: _____
(Financial/Account Manager)

Approved: _____ Date: _____
(Director/Supervisor Signature, if reimbursement is to the Financial/Account Manager)

I certify that I, _____ have been reimbursed
(Employee Name)

\$_____ from the _____
(Organization Name)

Petty Cash Fund.

Signature: _____ Date: _____
(Employee)

Signature: _____ Date: _____
(Petty Cash Fund Custodian)

Signature: _____ Date: _____
(Accounting)