

## Petty Cash Reimbursement

1) Name of business where item(s) were purchased:

\_\_\_\_\_

Date and amount of purchase:

\_\_\_\_\_ \$ \_\_\_\_\_

Item(s) description/Explanation of payment:

\_\_\_\_\_

\_\_\_\_\_

2) Name of business where item(s) were purchased:

\_\_\_\_\_

Date and amount of purchase:

\_\_\_\_\_ \$ \_\_\_\_\_

Item(s) description/Explanation of payment:

\_\_\_\_\_

\_\_\_\_\_

3) Name of business where item(s) were purchased:

\_\_\_\_\_

Date and amount of purchase:

\_\_\_\_\_ \$ \_\_\_\_\_

Item(s) description/Explanation of payment:

\_\_\_\_\_

\_\_\_\_\_

**Total Reimbursement (\$50 max per receipt) \$ \_\_\_\_\_**

*I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.*

Purchaser (printed) \_\_\_\_\_

(signed) \_\_\_\_\_

Account Number \_\_\_\_\_

Account Name \_\_\_\_\_

Account Responsible Person (printed) \_\_\_\_\_

(signed) \_\_\_\_\_

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

- Computer hardware and software purchases are never allowed.
- Do not include food, decorations, or travel.
- Photos are not allowed.
- The maximum reimbursement is \$50 for each purchase.
- Attach original, detailed receipt.