



This form is not to be used for reimbursement of non-instructional food purchases. Please refer to **Petty Cash Guidelines** for details.

- Attach original receipts
- Total may not exceed \$50.00
- Credit card slip(s) may be used but the original receipt(s) itemizing cost(s) must also be attached
- Please refer to **Petty Cash Guidelines** for more information about reimbursements
- Disbursements are made at the Cashiers Office in Building B, Room 117
- Petty Cash Disbursement hours are:
 - ♦ **Wednesdays: 1:00 – 5:00 p.m. and Fridays: 9:00 a.m. – 1:00 p.m.**

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