HARTNELL COLLEGE

PETTY CASH REIMBURSEMENT

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

DESCRIPTION	ACCOUNT NO. (REQUIRED)	AMOUNT
	TOTAL	

- 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 **Business Office, Building E, Room 108**
- Petty Cash Disbursement hours are:
  - **Monday – Friday: 8:00 a.m. - 5:00 p.m.**

Approved by:

Supervisor's signature | Printed name | Date

Received by:

Signature | Printed name | Date

Issued by:

Signature | Date