



### RECEIPT FOR PETTY CASH EXPENDED

Date: \_\_\_\_\_

Business Area #: \_\_\_\_\_

Department Name: \_\_\_\_\_

Department Reference: \_\_\_\_\_

Vendor	Description of Purchase	Cost Object Type	Cost Object #	GL Account #	Amount

Total Reimbursement:

**Employee who made purchases:** I certify I have been reimbursed for the purchases indicated above and receipts have been provided to the Petty Cash Fund custodian.

Print Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

#### Receipts

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).