Petty Cash Disbursements

To: Payment Services
041 E, Main

RE: **Replenishing Petty Cash Fund**

Date: _____

Reimbursement Options:

____ Receive Cash Payment
____ Pick Up Check-Bursar Office
____ Send Check-Campus Mail

Please replenish the _____ Petty Cash Fund, receipts are attached, and

CHARGE AS FOLLOWS:

Item #	**Account #**	**Amount**	**Items Purchased**	**Cash received by (Full Signature)**

Total: **$** _____

DATE: **Authorized Signature:**_____

For Cash Reimbursement:

Cash Disbursed By Cash Received By Date