

PETTY CASH REQUEST

Office of Student Accounts (OSA) | Room 246, Lyle Hall | 717-871-5102

Please complete the form as follows:

- (1) Attach original itemized receipt(s) showing the total amount requested - not to exceed \$50 form.
- (2) The entire form, including signature of department head / financial manager must be completed.
- (3) The 'Requested By' and 'Authorized By' cannot be the same person.
- (4) Cash must be picked up in person at the OSA; requests cannot be fulfilled via inner-office mail.

Requested By: _____

Date: _____

Purchased Item(s)	Vendor/Purchased From	Item Total
Total Reimbursement:		\$

▶ Reason for not using Pcard: _____
All purchases must adhere to Procedure/Standard Number 2011-07 Expenditures of Public Funds Guidelines, Standards and Limitations

Please include: Department Name, GL/Commitment Item, and Cost Center or Internal Order

Department Name	GL / Commitment Item <small>(6 digits)</small>	Cost / Fund Center <small>(10 digits)</small>	Internal Order / WBS <small>(6 digits)</small>

Authorized by: _____

Print

Signature

Cash received by: _____

Print

Signature

Date: _____

Cash dispensed by: _____