

AUTHORIZATION FOR PETTY CASH

Petty cash is available for infrequent purchases of \$25.00 or less. Sales tax certificates should be used to avoid paying sales tax. Reimbursements for expenditures are limited to \$25.00. You should submit a direct payment request to accounts payable for reimbursements over \$25.00. Petty cash should not be used for travel related expenses. Receipts and excess cash must be returned to the Business Office by next business day.

_____ has permission to purchase
(Employee Name)

_____ with petty cash from
(List items or brief description)

the Business office in the approximate amount of \$_____ . These

purchases will be charged to account # _____ .
(General Ledger Account No.)

Amount Received \$ _____

Amount Returned \$ _____

TOTAL PAID \$ _____

(Department Head Signature)