

Petty Cash Reimbursement Form

OPEN FROM 9:00 - 12:30 || LIMITED TO \$50 PER STUDENT PER DAY

Ledger or Spend Category	
Cost Center (Budget)	
Agency (Club/Camp)	
Gift (Donation)	
Grant (Grant Distributions)	
Expenses for Reimbursement	Amount
<u> </u>	
Name of Dorm / AU Housing	
Т	otal Expense
Petty Cash Advar	nce
Receipts Must Be Returned to the Business Office WITHIN FIVE (5)	WORKING DAYS from Date of Request
Petty Cash Advance Received	
If expenses exceed advance, show difference / amount to be returned to Requestor here	
If advance exceeds expenses, show difference / amount to be	e returned to AU here
Received By Signature	
Received by (print name)	DATE
Approver Signature	
Approved by (print name)	DATE