PETTY CASH REIMBURSEMENT RECEIPT

$100.00 Limit Per Purchase

NOT VALID WITHOUT ORIGINAL RECEIPT ATTACHED

Receipts older than 30 days will not be reimbursed on this form-use a Claim Voucher

Vendor: _____ Date:_____

Description of purchased items and intended use:

_____

_____

Purchased by: _____Amount: $_____

Departmental approval required before reimbursement (stamped signatures not acceptable)

Department: _____ Org Code: _____

Approved By : _____ Acct Code: _____

Activity Code: _____

For Business and Accounting Services

Amount: _____

Reimbursed:_____

Cashier: _____

RF No.: _____

The above purchase was for official University of Idaho purposes, and I have received, in cash, the amount shown above.

_____

Signature of Purchaser/Date