

Petty Cash Approval Form

Name of Employee: _____

Date: _____

Name of Department being charged: _____

Account Number being charged: _____

Department Head approval: _____

Purchasing Department approval: _____

Amount given for reimbursement (to be completed by the Business Office): _____

NOTE: The maximum amount allowed for petty cash reimbursement is \$25.00. Purchasing and Department Head Signatures are required on all requests for petty cash reimbursements.

We **CANNOT** reimburse for sales tax charged.