

## RECEIPT FOR PETTY CASH EXPENDED

Department Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor	Description of Purchase	Dept. No.	Fund No.	Obj. Class	Proj. No.	Amount

**Employee who made purchases:** I have been reimbursed for the purchases indicated above. I understand that this reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

TOTAL REIMBURSEMENT:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PENNSTATE**



**Budget Administrator:** The purchases for which reimbursement has been made are in compliance with University policy. This reimbursement is subject to final approval via the Special Request for Check used to replenish this petty cash fund.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACH RECEIPTS WITHIN THIS AREA (use tape)**  
**If additional space is needed, attach receipt(s)**  
**by stapling to the back (one staple, upper left hand corner)**