

PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PETTY CASH REIMBURSEMENT

| | | |
|----------|-------------------------|--|
| College | Requisition Number | Purchase Order Number |
| From: | Requesting Staff Member | Date: |
| Contact: | Email | Phone |
| To: | Name (Manager) | Department |

Attached receipts were incurred for authorized college business as indicated

| Date | Description | Amount |
|------|-------------|--------|
| | | |

TAX
 TOTAL
 REC'D BY

DATE

OFFICE USE ONLY CODING

College/Department Approvals (Cost Center Manager (s))

Business Office (Budget Approval)

1. Approval 3. Approval
SIGNATURE DATE Signature Date

2. Approval
SIGNATURE DATE

Account Number

| Loc | Fund | CC | Obj | P | Act | Proj | Ln | \$ Amount |
|-----|------|----|-----|---|-----|------|----|-----------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |