

REQUEST FOR PETTY CASH REIMBURSEMENT

 **Total reimbursement must be under \$15.**

Bring directly to Sharon: 10 am to 4 pm.

List all expenses below. Be specific. 'Duplicating,' 'office supplies,' 'copies,' etc. is not sufficient. The description must fully explain the expense. E.g., 'duplicating agendas for Sept. general meeting.'

Budget Categories are specific to your group's funding and might include duplicating, honoraria, social events, non-SAC expenses, etc.

- **SAC groups:** It is your responsibility to report Non-SAC expenses here.

Description of Purchase	Budget Category *	Amount

Total \$ _____

Requestor	Organization	E-mail/phone

Treasurer's Approval	E-mail/phone	Date Submitted

Cash picked up by (signature):	Date

Office use: PC # _____ date _____

Org/Obj/Cref: _____