Office of Business Services

Petty Cash Reimbursement Request/Receipt

Requestor:____________________________________ **Date**_______________

SALES TAX IS NOT REIMBURSABLE

Description of Item/Service Purchased	Amount	
Total		

Charge to Account Number(s): _____________________(Print Name)

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________________________________ Account Manager's Signature

____

Received By

Note: Supporting documentation must be attached.

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A. Definition:
Petty cash funds may be used only when necessary in the conduct of College business and authorized by designated College officials. The primary purpose of petty cash funds is to have cash on hand to pay small bills and to furnish change.

B. Limitations of Request:
Petty cash reimbursements can be made for a purchase or purchases that do not exceed a single vendor purchase of $50.00 per day.

Local travel reimbursements of $25.00 or less should be forwarded to the petty cash custodian for reimbursement of expenses.

C. Types of Items:
Some examples of items that can be reimbursed through petty cash are supplies, local travel requests, postage, and parking expenses.

D. Petty Cash Instructions:
1. A completed form includes the requester's name, date of request, a summary of the items purchased with itemized charges, the total amount of reimbursement and the appropriate account number(s) to be charged.
2. The Account Manager, prior to presenting it to the petty cash custodian for reimbursement, must sign the form.
3. The petty cash recipient (Received By), in the presence of the petty cash custodian, signs the form.

Petty Cash Custodians			
Germantown Campus Cashier's Office	SA	105	X7836
Rockville Campus Cashier's Office	SV	106	X5342
Takoma Park Campus Cashier's Office	CM	100	X1526
Office of Business Services	MK	230	X5323