

Missouri State University™
PETTY CASH EXPENSE REPORT

(Return this form and receipts to **Financial Services-CARR113** to receive reimbursement)

Reason for Using Petty Cash	
Department	
Employee Signature	Date / /
Authorized Signature for Department	Date / /

Employee Name (Last, First)--Please Type or Print	
Employee Social Security #	
Budget Number	

Vendor Name	Description of Item(s)	523	525	562	580	Misc
		Office	Film	Educational	Bldg/Ground	
		Supplies	Developing	Supplies	Supplies	
		Amount (\$)	Amount (\$)	Amount (\$)	Amount (\$)	Amount (\$)

Total

0.00	0.00	0.00	0.00	0.00
------	------	------	------	------

TOTAL
TO BE
REIMBURSED
0.00

Condensed Petty Cash Policy/Reimbursement Instructions (For complete policy see the *Travel and Petty Cash Regulations* or the *Purchasing Procedures Manual*)

- 1) Petty Cash Expense Report form must be accompanied by receipt(s) for each purchase taped to an 8 1/2 x 11 piece of paper
- 2) Reimbursement check will be mailed to employee's campus address
- 3) Purchase must be from a local vendor and for less than \$100
- 4) The following expenses are not reimbursable: goods/services normally available from other university departments, postage, long distance, services rendered by an employee, travel, photocopy, personal loans, food, greeting cards, flowers, gifts, sales tax