

Missouri State University TM

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 # / Banner M #

FUND	ORG	ACCOUNT	PROG	ACT	LOC

FOAPAL #

Vendor Name	Description of Item(s)	73212	73415	73213	73202	
		Office	Film	Educational Bldg/Ground	Supplies	Misc
		Supplies	Developing	Supplies	Supplies	
Amount (\$)		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