



Missouri State University

PETTY CASH EXPENSE REPORT

Form to be completed by Petty Cash Fund Custodian Only

Reason for using Petty Cash

Custodian Name (Last, First) - Please type or Print

Department

FUND	ORGANIZATION	ACCOUNT	PROG	ACTIVITY	LOCATION

FOAPAL

Custodian Signature

Date

Authorized Signature for Department

Date

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

TOTAL

TO BE

REIMBURSED

Total

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

Condensed Petty Cash Policy/Reimbursement Instructions: (For Complete Policy see the Travel and Petty Cash Regulations or the Office of Procurement Guidelines)

1. Petty Cash Report form must be accompanied by Receipt(s) for each purchase taped to an 8 ½ X 11 piece of paper
2. Return this form to Financial Services – Carr 424
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.