

**DEAN OF ENGINEERING - BUSINESS AFFAIRS
PETTY CASH FUNDS REQUEST**

Date of Request: _____	Account Title: _____
Name & Title of Individual Requesting Purchase	Name & Title of Individual Making Purchase (if different)
Description of item(s) to be purchased	Reason for Purchase

PLEASE CODE THIS TRANSACTION WITH THE FOLLOWING CODES:

Account Number		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Unit Number	(Code 1)	<input type="text"/>	<input type="text"/>	<input type="text"/>															
Detail Level 2	(Code 3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(optional)											
Detail Level 1	(Code 4)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(optional)									
Budget Category	(Code 5)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									
Allocation Name	(Code 6)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorized Signature Date

Complete Section 1 or 2 as applicable (LIMIT \$25)

SECTION 1 (RETURN RECEIPTS)

MAKE CASH ADVANCE TO MAKE A PURCHASE DATE _____

\$ _____ ADVANCED TO _____ BY _____

PURCHASE PRICE \$ _____ RECEIPTS RECEIVED _____ DATE _____

\$ _____ RETURNED TO _____

SECTION 2 (ATTACH RECEIPTS)

RECEIPTS RECEIVED _____

MAKE A REIMBURSEMENT FOR AN EXPENDITURE \$ _____

\$ _____ AMOUNT REQUESTED RECEIVED BY _____

\$ _____ LESS SALES TAX DATE _____

\$ _____ REIMBURSED AMOUNT DISBURSED BY _____

APPROVAL: _____

Wes Queen, Assistant Dean for Business Affairs

In order to receive reimbursement from the Petty Cash Fund, you must furnish receipts. Receipts are to include date, description, prices, and discounts. If an expenditure is for food or entertainment, an Official Occasion Expense Form must be completed. SUBMIT THIS FORM TO ECJ 2.508.