

**PETTY CASH REIMBURSEMENT RECEIPT**

**\$100.00 Limit Per Purchase**

**NOT VALID WITHOUT ORIGINAL RECEIPT ATTACHED**

**Receipts older than 30 days will not be reimbursed on this form-use a Claim Voucher**

**Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Description of purchased items and intended use:**

\_\_\_\_\_  
\_\_\_\_\_

**Purchased by:** \_\_\_\_\_ **Amount: \$** \_\_\_\_\_

**Departmental approval required before reimbursement** (stamped signatures not acceptable)

**Department:** \_\_\_\_\_ **Org Code:** \_\_\_\_\_

**Approved By :** \_\_\_\_\_ **Acct Code:** \_\_\_\_\_

**Activity Code:** \_\_\_\_\_

**For Business and Accounting Services**

**Amount:** \_\_\_\_\_

**Reimbursed:** \_\_\_\_\_

**Cashier:** \_\_\_\_\_

**RF No.:** \_\_\_\_\_

**The above purchase was for official University of Idaho purposes, and I have received, in cash, the amount shown above.**

\_\_\_\_\_

**Signature of Purchaser/Date**