



North Carolina School of the Arts
PETTY CASH REIMBURSEMENT REQUEST

(Use this form for individual reimbursements and for reimbursement to an established petty cash fund)

NOTE: Purchases through petty cash cannot exceed \$30.00 per expenditure. Items available on state contract will not be reimbursed without prior authorization from Purchasing Department.

Department _____

Purchased By _____ Date of Purchase: mm/dd/yy _____

Department Head Approval _____ Date: mm/dd/yy _____

Explanation of Purchase(s) _____

Total Amount of Requested Reimbursement

<u>Accounts to be Charged</u>	
Account	Amount
Account	Amount
Account	Amount
Account	Amount
Account	Amount
Account	Amount
Account	Amount
Account	Amount

ORIGINALS OF ALL INVOICES, REGISTER TAPES MUST BE ATTACHED.

Hand carry to Cashiers Office

To be completed at the time reimbursement is made.

Disbursed by: _____
Signature of Petty Cash Custodian or Cashier

Cash Received by: _____
Signature of individual being reimbursed

Amount Received: \$ _____

Date Received: ____/____/____