

UNIVERSITY OF 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



**Accounts to be Charged**

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 deliver to Cashier's 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: \_\_\_\_/\_\_\_\_/\_\_\_\_