

# Physics Department Petty Cash - Signed Receipt of Refund

Reimbursed Date: \_\_\_/\_\_\_/\_\_\_ Date on Receipt: \_\_\_/\_\_\_/\_\_\_ Cash received by: \_\_\_\_\_

↑ Please print ↑

Total amount reimbursed: \$ \_\_\_\_\_ Signature of Reimbursed: \_\_\_\_\_

↑ Please sign ↑

Reimbursement description: \_\_\_\_\_

33 digit account number to post to: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
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Approved by: \_\_\_\_\_

- The purpose of a petty cash refund is to provide a TUB or organization with an amount of money sufficient to cover minor expenditures.
- Petty cash is intended to simplify the reimbursement of staff members and visitors for small expenses, such as taxi fares, postage, office supplies and other incidentals.
- Travel, entertainment, and other reimbursements over \$50.00 should be processed through the Travel Office.
- Petty cash funds may NOT be used to pay invoices for goods or services, to pay salaries or wages, or to make advances or loans to employees or others.

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