

MO-4 Petty Cash Reimbursement Request

Each property has been assigned a specific amount as petty cash in which to buy miscellaneous supplies from sources where we do not have a charge account. The fund is reimbursed up to the full amount as needed.

This form is used to accompany receipts (purchased with petty cash) and sent to the bookkeeper for reimbursement.

This form along with any receipts should be submitted semi-monthly, and received no later than the 4th and 19th. Reimbursement checks will be run on the 6th and 21st.

Submit when you have accumulated \$50 or more in receipts, but do not wait until your fund is in danger of running out.

Staple receipts in upper left hand corner on the back of this form.

Count the remaining petty cash still on hand.

The total to reimburse plus the cash on hand equals your total petty cash fund. This is the amount for which you are responsible.

Sign the reimbursement request.