

Petty Cash Reimbursement  
CPC Business Office



Today's Date: \_\_\_\_\_

Description: (ie supplies, hosting, misc, etc)

\_\_\_\_\_  
If hosting; what was event for: (i.e. dept meeting, recruitment, retirement, etc)

\_\_\_\_\_  
Name of person who spent the money:

\_\_\_\_\_  
Org Key/Object: \_\_\_\_\_ Amt \$ \_\_\_\_\_

Org Key/Object: \_\_\_\_\_ Amt \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_

Revised: 10/9/2006

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