PETTY CASH FUND REIMBURSEMENT FORM

Requested amount may not exceed $300.

Instructions: Complete Section A of this form, obtaining three signatures. Submit the form to Purchasing (OM 207) for approval. After the form is approved, notification will be sent to the email address provided in Section A. Once notified, the approved form should be picked up from Purchasing and taken to Student Accounts (OM 100) for reimbursement.

Original descriptive receipt must show only expenses applicable for University reimbursement and must be attached before reimbursement will be considered. Cost center must have sufficient funds to cover petty cash fund cost. PA sales tax will not be reimbursed to employees. Shippensburg University is a Commonwealth agency and is exempt from PA sales taxes. Purchases may not exceed $300.

Section A

Date of Request	SAP Cost Center/WBS/Internal Order	GL Acct (Commitment Item)	Funds Reservation (Grants)

Requested Amount (Must not exceed $300)	Description of Expense

Reason for Purchase

Reimbursement Requested by (Signature)

Print Name:		Date	Email Address of Individual Picking Up Form
X			

Authorized Representative (Signature)	Date	Departmental Approval - Chair/Dean (Signature)	Date
X		X	

Items Excluded from Reimbursement are:

>Meals	>Services	>Alcoholic beverages
>Travel reimbursements	>Postage	>Computer hardware & software
>Telephone toll calls	>PA sales tax	>Personal items
>Items w/SU logo or trademark	>Memberships or subscriptions	>Printing and duplication
>Items not used for the normal conduct of official SU business		

Section B

Approval by Procurement Personnel (Signature)	Date	Approved Amount

Reimbursed to (Signature)	Date	Petty Cash Custodian (Signature)	Date

Requests for reimbursement must be submitted to the Students Accounts Office (OM 100) within 30 working days after receipt of goods.

This document is located at: S:\Public\Employee\Purchasing and Contracting\Petty Cash Fund Reimbursement Form.

Revised: October 31, 2014