

Petty Cash Reimbursement Report

- Must have original receipts stapled to the back of the reimbursement form.
- Missing receipts or no invoices provided by vendor must have an explanation from the Budget Authority,
- Please use ACC tax exempt form when purchasing items. We do not reimburse for state sales taxes. (Tax exemption form is located on the Purchasing web site.)

Please print legibly

Reimbursement to:	Datatel ID No.:	Date:
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Campus:	Contact Phone No:	Account No. (xx-x-xxxxx-xxxx-xx)
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Check one: Mail check to address in Datatel Or Pick up check on Campus

Total Amount of Receipt(s): _____

Less Tax: _____

Total Amount to be Reimbursed: _____

Purpose of Purchase: _____

Petty Cash Reimbursements of \$30.00 or less can be reimbursed from the cashier's office at any campus location.

Claimant (Signature)	Date
Supervisor (Signature)	Date
Budget Authority (Signature)	Date

For Cash Reimbursements

Disbursed	Received	Date
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Please submit form to Accounts Payable, SVC (except for cash reimbursements)