

Petty Cash Reimbursement Request
No Receipt
(Attach to Petty Cash Reimbursement form)

Understanding that there are occasions when a receipt may not be available, this form will allow for reimbursement under certain circumstances. Please note that each circumstance will be held to a standard of reasonableness.

Receipt Not Received for Purchase

If you did not receive a receipt for your purchase (such as parking or toll fees), explain the circumstances here:

Your Signature: _____ Date: _____

Approving Official Signature: _____ Date: _____

Itemized Receipt Not Received for Purchase

If the vendor was not able to provide you with an itemized receipt (such as the purchase of donuts), you must provide the receipt you have along with a detailed list of the items purchased.

Your Signature: _____ Date: _____

Approving Official Signature: _____ Date: _____

Original Itemized Receipt Lost

In order to be reimbursed, you must provide an original itemized receipt. If you have lost the receipt, or only have a photocopy, a one-time exception may be made. Please provide a detailed list of item(s) purchased, including the cost of each. Please note that you may not be reimbursed for a lost receipt for subsequent purchases.

Your Signature: _____ Date: _____

Approving Official Signature: _____ Date: _____

Bursar's Office Approval/Denial () Approved () Denied

Signature: _____ Date: _____ () Logged

Reason (if denied) _____
