

CASH REIMBURSEMENT FORM

(Cash Purchase of \$50 or Less)

09/02/08

Date		Banner Index Number including Account Code:	
Department:	Department Contact and A#	Department Phone #:	
Printed Name of Purchaser of Merchandise			
Vendor			
Quantity	Item	Amount \$	
We certify that the above item was required and purchased for official University business.			
Purchaser's Signature	⌘	A#	
Purchase Authorizer's Signature (one supervisory level above the purchaser)	⌘	Printed Name:	Title:
Signature of person accepting cash from the Cashier	⌘	Printed Name:	Date:
PLEASE TAPE <u>ORIGINAL</u> RECEIPT HERE			

Please retain a photocopy of the completed form for your records. Present completed form to Cashier's Office for reimbursement