

PERALTA COMMUNITY COLLEGE DISTRICT

REQUEST FOR PETTY CASH REIMBURSEMENT

College	Requisition Number	Purchase Order Number
From:	Requesting Staff Member	Date:
Contact:	Email	Phone
To:	Name (Manager)	Department

Attached receipts were incurred for authorized college business as indicated

Date	Description	Amount
	DATE _____	TAX _____
		TOTAL _____
		REC'D BY _____

OFFICE USE ONLY CODING

College/Department Approvals (Cost Center Manager (s))	Business Office (Budget Approval)
1. Approval	3. Approval
SIGNATURE DATE	Signature Date
2. Approval	
SIGNATURE DATE	

Account Number

Loc	Fund	CC	Obj	P	Act	Proj	Ln	\$ Amount

**Laney College
Business Services
Petty Cash Reimbursement**

Petty cash reimbursement may be provided but must be prior approved by the appropriate cost center manager in the event of a small emergency purchase of supplies or services for employees not to exceed \$100.00.

Petty cash form filled out – Originator/Department

- The petty cash form is completed by requestor and submitted to the overseeing cost center manager
- Funds are to be identified and petty cash form is completed and signed
- The appropriate cost center department shall initiate a requisition

Origin: LPC (Laney Petty Cash)

Vendor ID: 0000502825 (LANEY COLLEGE BUSINESS OFFICE)

- Requisition and approved form is completed
- Petty Cash Form Packet to include: Petty Cash Form, Original Receipts, Copy of Requisition
- Petty cash Form Packet to be turned into Business Office – Staff Services Specialist

Approved form is returned to the Originator/Department

- The petty cash form is returned to the Originator/Department
- Originator to bring the approved packet to the Bursars Office for reimbursement (Pending on availability of funds)