

**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 _____	TOTAL _____
		REC'D BY _____

**OFFICE USE ONLY CODING**

<b>College/Department Approvals (Cost Center Manager(s))</b>	<b>Business Office (Budget Approval)</b>
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)