

**Laney College
Business Services
Petty Cash Reimbursement**

Petty cash reimbursements may be permitted in the event of a small emergency purchase of supplies or services for employees **not to exceed \$100.00**. Petty cash reimbursement must be preapproved by the appropriate cost center manager.

Instructions

Please print legibly and complete the entire form

Requestor:

COLLEGE, FROM, CONTACT:

- Name of requesting staff member, email address and telephone number are **ALL required**

TO, DEPARTMENT:

- Name of Budget/Cost Center Manager and respective department

DATE, DESCRIPTION, AMOUNT:

- Date of the request
- For each item provide a complete description (including quantity) and total unit price
- Original receipts clearly indicating the purchase **must** be provided

Department/Cost Center:

REQUISITION:

- Requisition with the budget string from Petty Cash Form must be completed and a **printout of requisition must be attached.**
- **Requisition must be inputted with the following requirements:**
 - Origin: LPC (Laney Petty Cash)**
 - Vendor ID: 0000502825 (LANEY COLLEGE BUSINESS OFFICE)**
- Requisition number, overseeing cost center manager name and department are **ALL required**

DEPARTMENT TO, APPROVALS, SIGNATURE, DATE:

- The Budget/Cost Center Manager must sign and date the form indicating approval of this payment. The Requestor and Approver cannot be the same person.
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Department approved Petty Cash Form Packet must be submitted to Business Office – Staff Services Specialist

Petty Cash Form Packet **must include:**

Petty Cash Form
Original Receipts
Copy of Requisition

The requestor will be notified by the Bursar's Office when the Petty Cash Reimbursement is available
Pending availability of cash funds in the Bursar's Office

Please check with your department if you have not received a notification within 2 weeks of submission

