

**GEORGIA INSTITUTE OF TECHNOLOGY  
PETTY CASH FUND  
REPLENISHMENT / REIMBURSEMENT REQUEST**

(Complete the appropriate box below to designate replenishment or departmental reimbursement)

| PETTY CASH FUND REPLENISHMENT<br><small>(For departments with on-site petty cash funds)</small>  | DEPARTMENT REIMBURSEMENT<br><small>(For departments utilizing Bursar's Office petty cash fund)</small> |
|--|--|
| Petty Cash Account Number _____<br>Fund Custodian _____<br>Reference Number _____<br><small>This is a departmental reference (PO# or Document ID#) for easy identification on ledgers. Only one reference number per form.</small> | NAME _____<br>DEPT _____<br>MAIL CODE _____<br>TELEPHONE _____   |

Travel, personal service, award, gift, and entertainment transactions are not allowable expense reimbursements through petty cash. Food and beverage purchases are allowable only for agency accounts and continuing education funds. A detailed description of each purchase must be noted for each receipt submitted.

Small individual receipts must be attached to an 8.5" x 11" piece of paper to permit audit and document scanning.

| PROJECT # (PSOFT) | PROJECT TITLE | EXPENSE ACCOUNT* | AMOUNT |
|-------------------|---------------|------------------|--------|
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| _____             | _____         | 727900           | _____  |
| TOTAL AMOUNT      |               |                  | _____  |

TOTAL NUMBER OF RECEIPTS \_\_\_\_\_

\*All petty cash transactions will be classified as a miscellaneous operating expense, account 727900

I certify that the above replenishment/reimbursement request is supported by the attached, original receipts. The purchases identified by the receipts comply with the requirements of Institute policies and procedures regarding petty cash purchases. I authorize expenditures to the above account(s) and certify that sufficient funding is available.

AUTHORIZED APPROVAL SIGNATURE \_\_\_\_\_ DATE OF SUBMISSION \_\_\_\_\_  
 PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

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 Bursar's Office Use:

FUNDS RECEIVED BY: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_  
 VERIFIED BY: \_\_\_\_\_

NOTE: Georgia Tech will enter one entry for the total of each different peoplesoft project number for the distribution of the petty cash expenses. Please complete the Petty Cash Fund Reimbursement Form accordingly.