

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

 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.