



PETTY CASH RELEASE

Date _____ Cashier _____

Department _____ Customer _____

x1 _____	x20 _____
x2 _____	x50 _____
x5 _____	x100 _____
x10 _____	coin _____
TOTAL	

Customer Signature _____

Reimbursement Check List

For Receipts:

- ☐ Official receipt (Includes HST)
- ☐ Receipt date (must be during the current fiscal year)
- ☐ Full account code (Location/Unit/Object/Fd/Fu)
- ☐ Description of what the purchase is for
- ☐ Printed name of approving Spending Officer
- ☐ Signature of Spending Officer

Be sure that the receipt does not exceed \$100 – Receipts exceeding \$100 should be processed through the Accounts Payable department

Please cut here



PETTY CASH RELEASE

Date _____ Cashier _____

Department _____ Customer _____

x1 _____	x20 _____
x2 _____	x50 _____
x5 _____	x100 _____
x10 _____	coin _____
TOTAL	

Customer Signature _____

Reimbursement Check List

For Receipts:

- ☐ Official receipt (Includes HST)
- ☐ Receipt date (must be during the current fiscal year)
- ☐ Full account code (Location/Unit/Object/Fd/Fu)
- ☐ Description of what the purchase is for
- ☐ Printed name of approving Spending Officer
- ☐ Signature of Spending Officer

Be sure that the receipt does not exceed \$100 – Receipts exceeding \$100 should be processed through the Accounts Payable department