

**COAST COMMUNITY COLLEGE DISTRICT
PETTY CASH FORM**

PART A: *(To be completed by Requester).*

Check one: ___ OCC ___ GWC ___ CCC ___ District

Request cash in the amount of \$ _____ as reimbursement for the following purchase(s):

- Itemized invoice attached (must be marked "PAID" by the vendor).
- Cash register tape attached with vendor's imprint (identify items and unit prices on tape).

Receipt is to have only items to be reimbursed; do not include personal purchases.

Purpose of purchase *(check one)*:

___ Office supplies ___ Instructional supplies ___ Repairs ___ Parts

Charge budget number: _____

"I certify these were valid expenses for the above listed reason(s)".

Signature of Requestor

Signature—Division or Department Head

Print name

Print name

Date

Date

PART B: *(To be completed by Custodian).*

"I have personally reviewed the above expenses".

Approved: _____ Date: _____
Signature of Custodian

NOTE: No reimbursement will be made for purchases incurred from JUNE 11 to JUNE 30.

Purchases will not be reimbursed after THIRTY (30) calendar days from date on receipt.

Maximum reimbursement is \$50. Multiple \$50 receipts for the same type of product is considered splitting and is illegal.