

Business Services



Petty Cash Fund Reimbursement

This form is to be used by UW-L employees to request reimbursement for an existing petty cash fund. Submit the completed form and documentation to Business Services, 125 Graff Main Hall. For guidance, refer to the Petty Cash Fund procedures at <http://www.uwlax.edu/Accounts-Payable/Petty-Cash-and-Change-Funds/>

Petty Cash Fund Custodian Information

1. Custodian's Full Name (First Last)	
2. Department	3. Contact Person (if other than payee) and Tel. Number

Expense/Account Details

4. Description/Item Purchases	5. Amount
6. Account to Charge/Funding Source	7. TOTAL Amount
_____ - _____ - _____ - _____ Fund Program Department (UDDS) Account Code	

8. Business Purpose of Expense(s)

I, the Petty Cash Fund Custodian, certify that the charges reported here are correct and that I am not claiming reimbursement from other sources for the same.

9. Signatures/Approvals

Printed Name & Signature of Custodian	Date
Printed Name & Signature of Department Approval	Date
Business Services	Date