

PETTY CASH REQUEST

Tracking #

- This form is for pre- approved reimbursements of \$100 or less.

QUESTIONS?: Email safinances@american.edu

For multiple receipts (totaling over \$100) use the Expense Request Form.

- Attach ORIGINAL RECEIPTS to your request. You will not be reimbursed for tax.

- Form and receipts MUST be submitted within 10 business days of expense.

- You will be notified via e-mail, within 15 business days when your petty cash voucher is available for pick up.

Name: Organization:

Phone: Email Address:

Account# Amount Requested \$
(object code) (5 digit account number)

Description of Expense: _____

signature President/Treasurer/Dept. Head *printed name*

SG Comptroller (if necessary) Date

Student Activities Advisor Date

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AD: _____
Date: _____

Front Desk Received:

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