



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



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