

**Petty Cash Reimbursement Request**

**Middle Tennessee State University**

**Department** \_\_\_\_\_

**Date:** \_\_\_\_\_

REQUEST TO ACCOUNTS PAYABLE DEPARTMENT FOR REIMBURSEMENT OF PETTY CASH EXPENDITURES

Please issue check payable to: \_\_\_\_\_  
\_\_\_\_\_

as reimbursement for the following petty cash expenditures as supported by itemized receipts attached.

| <b>Item No.</b> | <b>Date of Receipt</b> | <b>Vendor</b> | <b>Item Description</b> | <b>Amount</b>      |
|-----------------|------------------------|---------------|-------------------------|--------------------|
| 1.              |                        |               |                         |                    |
| 2.              |                        |               |                         |                    |
| 3.              |                        |               |                         |                    |
| 4.              |                        |               |                         |                    |
|                 |                        |               |                         | <b>Total</b> _____ |

Charge to the following accounts:

| <b>Name of Account</b> | <b>Account No.</b> | <b>Object Code</b> | <b>Total</b> |
|------------------------|--------------------|--------------------|--------------|
| _____                  | _____              | _____              | _____        |

**Approved:** \_\_\_\_\_  
(Date) (Dept. or Budgetary head)