

Petty Cash Expense Form

Date: _____

Department: _____

Prepared By: _____

Date	Description of Expense	Receipt/Invoice #	Amount (USD)	Approved By
__/__/__	Stationery Purchase	12345	25.00	_____
__/__/__	Refreshments for Meeting	12346	15.50	_____
__/__/__	Parking Fee	12347	8.00	_____
Total:			48.50	

Requested By: _____

Approved By: _____

Date: _____

Date: _____

Please attach all relevant receipts or invoices to this form before submitting for reimbursement.