

# UNIVERSITY OF NEW ORLEANS REQUEST FOR PETTY CASH REIMBURSEMENT

\_\_\_\_\_  
Custodian

\_\_\_\_\_  
Department

\_\_\_\_\_  
Speed type/Account#

\_\_\_\_\_  
Date

A) Total of Attached Receipts  
(Amount of Requested Reimbursement)

\_\_\_\_\_

B) Cash on Hand (Per Physical Count)

\_\_\_\_\_

C) Total of Cash on Hand and Attached Receipts  
(Line A+B)

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D) TOTAL PETTY CASH AUTHORIZED

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E) Difference between authorized petty cash, total of  
cash on hand and attached receipts (Line C less D)

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Note: If a difference exists, the Bursar must  
approve the reimbursement.

Comments:

### REIMBURSEMENT REQUESTED

Denomination	Amount
\$100	
\$50	
\$20	
\$10	
\$5	
\$1	
Change	

\_\_\_\_\_  
Custodian's Signature

\_\_\_\_\_  
Purchasing Authorization

Cash Received: _____	_____ Signature <span style="float: right;">Date</span>
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