MOUNT HOLYOKE

MOUNT HOLYOKE COLLEGE

Petty Cash Reimbursement

Make check payable to: _____ Date: _____

Petty cash for department: _____

Amount of petty cash requested at beginning of college year $ _____

CO	Accounting Unit	Account	Sub	Activity (if required)	Amount

Total expenditures (reimbursement check requested for this amount) $ _____

Balance of cash on hand $ _____

Expenditures (receipts must be attached for all expenditures of 0.50 cents or over)

Item _____

Item _____

Item _____

Item _____

Item _____

Item _____

Item _____

Item _____

Item _____

Approved _____ Date _____

Head of Department

NOTE: A petty cash allotment is supplied for your convenience in making small purchases which must be paid for in cash. You may be reimburesed from time to time during the year as that amount of cash on hand gets low. At the end of the college year, a statement of all expenditures since the last reimbursement should be submitted and the balance of cash on hand turned into Financial Services, Accounts Payable, 6 Skinner Hall.