



# Reimbursement of Petty Cash

1. Complete "RECEIVED OF PETTY CASH" form

## RECEIVED OF PETTY CASH

No. \_\_\_\_\_ Date \_\_\_\_\_

DESCRIPTION OF ITEM/ SERVICE PURCHASED	AMOUNT
CHARGE TO ACCOUNT	<b>TOTAL</b>
_____ RECEIVED BY _____	_____ APPROVED BY _____

Tops FORM 3008

MADE IN U.S.A.

Please include:

- Badge No - badge number of the purchaser
  - Date - Date the reimbursement is received
  - Describe Item or Service
  - Work Order Number
  - Step Number
  - Signature of person receiving
- Reimbursement at time it is picked up.

2. Please provide ORIGINAL receipt, it must be signed by a Foreman, Supervisor, or Department Head

3. Bring to Room 10 Accounting.  
Reimbursement will be issued when all documents and signatures are provided and complete.

## Tape Receipts Here

1. Tape all receipts flat to the paper with no wrinkles.
2. Use multiple 8.5" x 11" sheets of paper if necessary.
3. Attach sheets together with a single staple or binder clip.