

PETTY CASH REQUEST FORM

- 1.) Petty Cash not submitted within 60 days of the transaction date must be entered into Chrome River (Please see Your Department)
 2.) All receipts and signatures must be originals 3.) Petty Cash is limited to \$150 a day, per person, per index. 4) Pick up person may be required to show current school I.D.

=====

REQUESTS: _____ Date: _____

Petty Cash Requested for: _____ NJIT Phone Extension: _____

Detailed Description of Reimbursement:

=====

DEPARTMENTAL APPROVALS: (Must be a one-up Supervisor Signature) **DATE APPROVED** _____

Accounting Distribution: (all boxes MUST be completed)

CHART	INDEX	ACCOUNT	AMOUNT
Total			\$ 0.00

Amount Requested: \$ 0.00

Approver:

Name	Department	Phone Extension

Approver Signature: _____
 (Must be original, photocopies will NOT be accepted)

=====

DISBURSEMENT:

Pickup by: _____ **Date:** _____

Issued by: _____ **TouchNet Rcpt #:** _____

Bursar Supervisor Authorization for Academic Studies: _____