

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	

Amount Requested: \$ 0.00

Please read the following points carefully :

- I hereby confirm that the E-payment option was declined. (Provide reason) _____
- I hereby confirm that the University's Department Credit card was not used for this payment.

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: _____