



PETTY CASH REQUEST FORM

All Receipts and Signatures must be original
Petty Cash is limited to \$150 per person, per index, per day

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REQUESTS:

Petty Cash Requested for: _____ NJIT Phone Extension: _____

Detailed Description of Reimbursement:

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DEPARTMENTAL APPROVALS: (Must be a one-up Supervisor Signature)

Accounting Distribution: (all boxes MUST be completed)

CHART	INDEX	ACCOUNT	AMOUNT
Total			

Amount Requested: _____

Approver:

Name	Department	Phone Extension

Approver Signature: _____

(Must be original, photocopies will NOT be accepted)

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DISBURSEMENT:

Pickup by: _____ Date: _____

Issued by: _____ TouchNet Rcpt #: _____

Bursar Supervisor Authorization for Academic Studies: _____