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]

<table>
<thead>
<tr>
<th>CHART</th>
<th>INDEX</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
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Total $ 0.00

Amount Requested: $ 0.00

Approver:

<table>
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<tr>
<th>Name</th>
<th>Department</th>
<th>Phone Extension</th>
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Approver Signature: ____________________________

(Must be original, photocopies will NOT be accepted)

DISBURSEMENT:

Pickup by: ____________________________ Date: __________________________

Issued by: ____________________________ TouchNet Rcpt #:__________

Bursar Supervisor Authorization for Academic Studies: ____________________________

Updated 05/25/2023