



MISSOURI STATE UNIVERSITY PETTY CASH EXPENSE REPORT

Form to be completed by Petty Cash Fund Custodian only

Reason for using Petty Cash/Business Purpose _____

Custodian Name (Last, First) Please type or print _____

M#: _____

FUND	ORGN	ACCOUNT	PROG	ACTVTY	LOCN

Department _____

Custodian Signature _____ Date _____

Authorized Signature for Department _____ Date _____

Vendor Name	Description of Item(s)	73212 Office Supplies Amount (\$)	73415 Film Developing Amount (\$)	73213 Educational Supplies Amount (\$)	73202 Bldg/Grounds Supplies Amount (\$)	Misc Amount (\$)

Total
To Be
Reimbursed

TOTAL						
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Condensed Petty Cash Policy/Reimbursement Instructions: (For complete Policy see the Travel and Petty Cash Regulations or the Office of Procurement Guidelines)

1. Petty Cash Report must be accompanied by Receipt(s) for each purchase taped to an 8 ½ piece of paper. The receipt must have the employee's name printed or must be signed by the employee who made the purchase.
2. Return this form to Financial Services – Carr 424
3. The following expenses are not reimbursable: goods/services normally available from other university departments, University Bookstore purchases, postage, long distance, services rendered by an employee, travel, photocopy, personal loans, food, greeting cards, flowers, gifts, and sales tax.