

# PERALTA COMMUNITY COLLEGE DISTRICT REQUEST FOR PETTY CASH REIMBURSEMENT

College \_\_\_\_\_

From: \_\_\_\_\_  
REQUESTING STAFF MEMBER

Date: \_\_\_\_\_

To: \_\_\_\_\_  
NAME OF ACTIVITY (CID)

\_\_\_\_\_ ACTIVITY NUMBER (CID)

Attached receipts were incurred for authorized college business as indicated.

Date	Description	Amount
	DATE _____	TOTAL _____ REC'D BY _____

**OFFICE USE ONLY CODING**

College/Department Approvals

Business Office (Budget Approval)

1. Approval \_\_\_\_\_  
SIGNATURE DATE

3. Approval \_\_\_\_\_  
Signature Date

2. Approval \_\_\_\_\_  
SIGNATURE DATE

**Account Number**

Loc	Fund	CC	Obj	P	Act	Proj	Ln	\$ Amount