

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