



UC San Diego Policy & Procedure Manual

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ACCOUNTING PROCEDURES - GENERAL

Section: 300-10 EXHIBIT A

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EXHIBIT A

REQUEST FOR PETTY CASH REIMBURSEMENT

University of California, San Diego

_____, 19____

Please reimburse _____ for the following petty cash purchase.
* (Name of Purchaser)

<u>Item</u> (Quantity and Description)	<u>Firm</u>	<u>Amount</u>
		Total _____

Budget to be charged: _____ (Name) _____ (Number)

Approved for payment _____ (Authorized Signature) _____ *(Signature of Recipient)

* IF SIGNATURE OF RECIPIENT DIFFERS FROM PURCHASER, THE FOLLOWING STATEMENTS MUST BE COMPLETED:

_____ is hereby authorized to collect money for me. _____
SO 1830 (Name of Recipient) (Purchaser's Signature)