EXHIBIT A

REQUEST FOR PETTY CASH REIMBURSEMENT
University of California, San Diego

Please reimburse _______________ for the following petty cash purchase.

* (Name of Purchaser)

Item (Quantity and Description)  Firm  Amount

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:

SO __________ (Name of Recipient) is hereby authorized to collect money for me.  (Purchaser’s Signature)