## GEORGIA INSTITUTE OF TECHNOLOGY PETTY CASH FUND

## REPLENISHMENT/REIMBURSEMENT REQUEST

(Complete the appropriate box below to designate replenishment or department reimbursement)

PETTY CASH FUND REPLENISHMENT		DEPARTMENT REIMBURSEMENT	
(For Departments with on-site petty cash funds)			ing Bursar's Office petty cash funds)
PETTY CASH LEDGER AC		NAME	
FUND CUSTODIAN			
DEPT		MAIL CODE	
CAMPUS REFERENCE #		TELEPHONE	
and beverage purchases ar	vard, gift, and entertainment transactions e only allowable only for agency and cont ach purchase must be noted fro each rece	inuing education funds. The pure	<u> </u>
Small individual receipts m	ust be attached to an 8.5" X11" piece of p	aper to permit audit and docum	ent scanning.
DRIVER WORKTAG #	DRIVER WORKTAG DESCRIPTION	SPEND CATEGORY	MONETARY AMOUNT
		SC727100	
	·	SC727100	
		TOTAL AMOUN	T:
TOTAL NUMBER OF REC	EIPTS:		
*All petty cash transactions	will be classified as a other operating ex	pense, spend category SC727100.	
the receipts comply with th	lenishment/reimbursement request is sup ne requirements of Institute policies and p and certify that sufficient funding is ava	rocedures regarding petty cash p	
Authorized Approval			Date of Submission
	(Signature)		
(Printed Name		Tit	le
Bursar's Office Use:			
Funds Received by:		Receipt #:	
		Verified by:	

NOTE: Georgia Tech will enter one entry for the total of each different driver worktag for the distribution of the petty cash expenses. Please complete the Petty Cash Reimbursement Form accordingly.