# ROLLINS COLLEGE
# PETTY CASH FUND REIMBURSEMENT FORM
*(used for items other than travel and entertainment)*

**Pay to:** _____ **Request Date:** _____

| RECEIPT DATE | DESCRIPTION OF USE | Account to Charge FUND | ORGANIZATION | ACCOUNT | PROGRAM | AMOUNT OF RECEIPT |
|---|---|---|---|---|---|---|
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**Fund Amount** **Total Reimbursement** $0.00

**Currency:**

| | |
|---|---|
| Fifties | |
| Twenties | |
| Tens | |
| Fives | |
| Ones | |

**Total Currency on Hand** $0.00

**Coin:**

| | |
|---|---|
| Half Dollars | |
| Quarters | |
| Dimes | |
| Nickels | |
| Pennies | |

**Total Coins on Hand** $0.00

| | |
|---|---|
| **Total Funds On Hand** | |
| **Fund Amount Less Total on Hand** | |
| **Less Total Reimbursement** | |
| **Difference (Over/Short)** | |

**Requested by:** _____ **Ext.** _____

**Departmental Authorization:** _____

*(departmental authorization must be someone other than payee)*

**Finance/Bursar Office Approval:** _____ **Date:** _____

**Funds Received in Full by:** _____

*(Do not sign until funds received)*

**Note: Program code is for Finance Use Only.**