



Brandeis University Petty Cash Request

Petty cash is for reimbursement of small expenses (under \$100) incurred by Brandeis University employees or students. Consult Business Expense Policy for allowable expenses. Expenses involving overnight travel will be reimbursed by check, not petty cash. Please use 'Business Expense and \ or Travel Report' form to claim reimbursement for overnight travel and submit to Accounts Payable. Please attach original receipts for expenses greater than \$25.

Cashier's office is located at 60 Turner Street and is open on M-W-F from 9-12 and T-TH from 1-5

Today's Date _____ Prepared By _____ Ext. _____

Please reimburse (person's name) _____ Ext. _____

Department Name and mailstop _____ MS. _____

Individual is a Faculty member Staff person Graduate student Undergrad Student

Expense is for Meal or food items Travel Office supplies other

Details of expense * _____

For local travel in personal car: Origin city _____ Destination city _____

Miles _____ * Rate per Mile _____ = \$ _____

Chart string that will be charged:

Account (4)	Fund (2)	DeptID (5)	Program (5)	Project/Grant (9,6)	Amount

Total:

Approvals:

Signature of person that incurred the expense: _____ Date _____

Supervisor/ Budget Manager/PI: _____ Date: _____

Pick Up:

Print name of person picking up the cash: _____

Signature of person picking up the cash: _____ Date _____

*Person picking up cash cannot be the supervisor approval**

** Details of expense: For meals: document the purpose of the meeting/meal and include a list of attendees (or a number if more than 10). Office supplies and other: list the items purchased.

Useful account codes and descriptions:

7355-Domestic Travel

7306-Meals

7124-Club and Event Supplies

7101-Classroom Supplies

7105-Office Supplies

7246-Mail and Shipping