

Expenses over \$25 MUST BE PRE-APPROVED by Administration. Without Administration's pre-approval, you will risk not being reimbursed.

School Year 2014-2015

This form must be presented in person at the Business Office during reimbursement hours: Fridays 1:00-1:30

Celebrate the Children

PETTY CASH REIMBURSEMENT

Requester: _____ Date: _____

Administration Approval: _____
(Principal, Director, or Business Manager)
(Must be approved no matter the amount)

Item Description/Purpose: _____

Amount: \$ _____

Classification Code:

- Restricted Account
 Unrestricted Acct. x0156
 Unrestricted Acct. x4309

(For Business Office use only)

Paid To: _____
print full name

Signature: _____ Date: _____

- *Please be sure to attach ORIGINAL receipt(s) to this form*
- *FYI - no more than one receipt for the same event*