



*This form is used to obtain cash for purchases less than \$50.00 (not including tax). Items purchased must be necessary for University business and not for personal use. Please complete form, attach detailed itemized invoice/receipt and bring to **Cashier Window #1**. The vendor invoice/receipt must contain the vendor name or have an original signature from the vendor. For reimbursements over \$50.00, complete an Employee/Student Reimbursement Voucher in the Finance Web Component.*

Department Information

Requisition Number: _____	Request Date: _____
Requested By: _____	Phone: _____
Department Name: _____	

Chartfield Information

Account: <input style="width: 90%;" type="text"/>	Fund: <input style="width: 90%;" type="text"/>	Dept ID: <input style="width: 90%;" type="text"/>	Class (optional): <input style="width: 90%;" type="text"/>	Project (optional): <input style="width: 90%;" type="text"/>	Program (optional): <input style="width: 90%;" type="text"/>
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Items Purchased

Quantity:	Unit:	Description:	Unit Price:	Extension:
Sub-total (cannot exceed \$50.00)				
Tax:				
Grand Total:				

Department Approval

Approving Official's Signature: _____	Date: _____
Name (please print): _____	