

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558

*This form is used to obtain cash for purchases less than \$50.00. Purchases may not exceed \$50 per transaction exclusive of sales tax, with any one vendor in a day. Splitting transactions is not allowed. Items purchased must be necessary for university business and not for personal use. Refer to [Petty Cash](#) for complete guidelines. Please complete form, attach detailed itemized invoice/receipt and bring to the Bursar's Office **Cashier Window #1**.*

*The vendor invoice/receipt must contain the vendor name or have an original signature from the vendor. All hospitality expenses must meet the [Hospitality Guidelines](#) and require a completed [Hospitality Expense Justification form](#) to be included with the [Petty Cash](#) request. For reimbursements over \$50.00, complete an [Employee/Student Reimbursement](#) in FTS.*

**I. Department Information**

Requisition No. <sup>1</sup> : _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Dept ID</span> - <span>Year</span> - <span>Dept. Assigned Number</span> </div>	Request Date: _____
Requested By: _____	Phone: _____
Department Name: _____	Email: _____

**II. Chartfield Information**

Account	Fund	DeptID	Class (optional)	Project (optional)	Program (optional)

**III. Items Purchased (Attach separate list if more space is needed)**

Quantity	Unit	Description	Unit Price	Total Price

**Sub-total (cannot exceed \$50.00):**

**Tax:**

**Grand Total:**


**IV. Department Approval**

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

<sup>1</sup> An identifier created by the department consisting of Department ID, year, and a department assigned number. For example: 1042-2017-001, 1042-2017-002 and etc.