

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](#)<sup>1</sup> 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 [Hospitality Guidelines](#)<sup>2</sup> and a required completed [Hospitality Expense Justification form](#) to be included with the Petty Cash request. For reimbursements over \$50.00, complete an [Employee/Student Reimbursement](#)<sup>3</sup> in FTS.*

**I. Department Information**

Requisition Number <sup>4</sup> : _____ - _____ - _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>DeptID</span> <span>Year</span> <span>Dept. assigned number</span> </div>	Request Date: _____
Requester By: _____	Phone: _____
Department Name: _____	Email: _____

**II. Chartfield Information**

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

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

Quantity	Unit	Description	Unit Price	Extension

<b>Sub-Total (cannot exceed \$50):</b>	
<b>Tax:</b>	
<b>Grand Total:</b>	

**II. Department Approval**

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

<sup>1</sup> Petty Cash: <http://www.sjsu.edu/finance/financeconnect/resources/pathways/pettycash/index.html>

<sup>2</sup> Hospitality Guidelines and form: [http://www.sjsu.edu/finance/policies\\_guidelines/hospitality/index.html](http://www.sjsu.edu/finance/policies_guidelines/hospitality/index.html)

<sup>3</sup> Employee/Student Reimb.: <http://www.sjsu.edu/finance/financeconnect/resources/pathways/reimbursement/index.html>

<sup>4</sup> An identifier created by the dept. consisting of Department ID, year, and a department assigned number. For example: 1042-2017-001, 1042-2017-002 and etc.