



CAL POLY

Financial Services

ADMINISTRATION & FINANCE

Total:

Petty Cash Reimbursement

Guidelines

Form Use	Cal Poly Staff, Faculty, and Students can use this form to get reimbursed for small purchases made on behalf of Cal Poly, where a ProCard was not an option,
Where to Submit	University Cashiers, Administration Building (1), Room 131E. Monday – Friday 8:30AM to 4:30PM **Please bring a valid photo ID**
What to Submit	Reimbursement Form with approving signature and Original Receipt. If original receipt cannot be provided, a lost receipt form must be included.
Limitations	This form is designed to reimburse small purchases. One receipt cannot exceed \$50, or reimbursement form cannot exceed \$200, & must be turned in within 30 days.
What to Include	If purchase involves food or meals, a hospitality form must be included
Attachments	Hospitality Form Lost Receipt Form Hospitality Policy

PeopleSoft G/L Chartfield

Account(6)	Fund(5)	Dept. ID(6)	Program(5)	Project(6)	Class(5)
660874					

Purchases

Vendor	Description	Amount

Approval

Name & Title: _____

Date & Phone: _____

Signature: _____

** I certify that the goods purchased serve a bona fide University business purpose; and that I have authority over the funding source listed above and hold an employment classification of MPP, Department Head, Department Chair or Confidential**

Individual Authorized for Reimbursement Pick-Up

Name of Individual Authorized for Pick-Up: _____

Signature and date at time of pick-up: _____