

OZARKS TECHNICAL COMMUNITY COLLEGE

Petty Cash Reimbursement Form

Budget Number _____ Amount \$ _____

Name/Group _____

Description _____

Place of Purchase (for petty cash) _____

Purpose of Purchase _____

Signature _____ Date _____
(person submitting request)

Contact Telephone Number _____

Department Approval Signature _____

Notes:

- * Petty Cash cannot be accepted without the budget number.
- * Petty Cash cannot be used for the reimbursement of food/drink expenses.
- * Request for reimbursement from petty cash shall be limited to purchases of less than \$30 per transaction. All requests must have an original receipt attached and the President, a Vice President or Dean must approve the reimbursement request as appropriate.
- * All college purchases should be made utilizing the college's tax-exempt status. If an individual makes a purchase without utilizing the college's tax exempt status, the individual making the purchases is personally responsible for any taxes incurred that the college was exempt from paying.