COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

Petty Cash Form

Account to Charge:

Index: ____________ **Acct:** ____________

or

Fund: ____________ Org: ____________ Acct: ____________ Prog: ____________

Name: ______________________________

Amount: ____________

Reason or Description: ____

____

____

Department: ____________________

Contact for Inquiries: ______________________________ **Ext:** ________

____

Approving Signature* **Date**

(Must be different than individual receiving reimbursement and picking up cash)

*****Please note:**

-Original receipts required
-All receipts must be itemized
-$50 Maximum
-Maximum applies per person, per day

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****For office use only****

Cash Received by: ________________________ **Date:** ___________