



Petty Cash Form

Claims under \$100

Currency of Expenses

CDN

Administrative Staff Only

Document Number:

Posting Date:

Date:	
Last Name	First Name
Email	Phone
Date & Name of Event	
Club or Committee Name	
Staff Advisor	
Email	Phone
Signature of Claimant	
Signature of Advisor	
Receiving cash? Initial here.	Requesting a cheque? Initial here.

Activity/Assignment	Description	Total	Cost Element Code	Cost Centre Code	Tax Code
1					
2					
3					
4					
5					

Total claim:

PLEASE NOTE:

- Total amounts should include all taxes.
- Original receipts required or Missing Receipt forms must be included for all claims.
- Online receipts must be printed and included for confirmation of purchase.
- Include a list of attendees for social expenses related to meetings or recipients for gifts or prizes.
- Cheques will be mailed to the stated address within 4-6 weeks.