

COMMONWEALTH  
 DEPARTMENTAL PETTY CASH FUND  
 DISBURSEMENT REQUEST SUMMARY

DATE: \_\_\_\_\_

TO: Accounts Payable Department

FROM: \_\_\_\_\_  
 Petty Cash Custodian's Name (TYPE NAME, THEN SIGN)

SSN: \_\_\_\_\_  
 Petty Cash Custodian's University Identification Number (UIN)

SUBJ: Petty Cash Fund Reimbursement for Commonwealth Expenditures

Please reimburse my department's petty cash fund according to the Commonwealth funds (Ledgers 1XXXX, 3XXXX, 5XXXX and 7XXXX) expenditure summary listed below:

<u>Budget Code</u>	<u>Sub-Object</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Subtotal from Attached Continuation Sheet (PC-2A)		_____
Total \$		_____

I have attached expenditure reimbursement forms with the proper receipts and authorizations for all items listed above. The Petty Cash Fund Reimbursement Reconciliation form is also attached.

I have reviewed this reimbursement for accuracy and completeness. All of the documentation appears to be proper.

\_\_\_\_\_  
 Signature of Reviewer of Reimbursement (no initials, no stamps)