

## PETTY CASH FORM

### SUMMARY:

Petty cash reimbursement for State-approved purchases under \$50.00 are processed through the Cashiering window. Such purchases should be limited to emergencies and not used for routine purchases of office supplies (which should be purchased using a ProCard on the [CSU Buy Marketplace](#) website). Refer to the full [Petty Cash instructions](#).

### INSTRUCTIONS:

Enter the email addresses of everyone who will review and approve this form. The following email addresses are required to initiate the request:

1. Contact/Requestor – The person filling in the form (also the person receiving the petty cash) must always be the first person entered in the workflow.
2. Manager MPP Approver – The MPP approving the expense.

A third signer may be added if:

Required by the department or

If the MPP signer doesn't have signature authority over the chartfield(s) being charged. (In this scenario, the third signature is **required**.)

Once the form is completely signed, the Contact/Requestor should print the form, attach the **original receipts** for the expenses being reimbursed, and take the packet to the Cashiers' Office for