

## 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 processing. The person receiving the money will sign the bottom of the form after receiving the reimbursement from the cashiers.