

CARY INSTITUTE OF ECOSYSTEM STUDIES
PETTY CASH REQUEST

DATE	DETAILED EXPLANATION OF EXPENSE*	AMOUNT

Petty cash requests may not exceed \$25.00 and can be reimbursed in the payroll office.

*** Tax is *not* reimbursed. ORIGINAL RECEIPTS MUST BE TAPED BELOW.**

Requested by: _____ Approved: _____

Account: _____ Total Amount: _____

Received by: _____ Paid by: _____ Date: _____

TAPE YOUR RECEIPTS BELOW