

Seventh Avenue at 27 Street New York City 10001-5992 www.fitnyc.edu

PETTY CASH REIMBURSEMENT FORM

Petty Cash Pick-up Times: Mon, Tues, Thurs: 10 am - 11 am & 3 pm - 4 pm; Wed: 3 pm - 4 pm; No Disbursements on Friday!

Photo ID Required: Individual Receiving Payment <u>Must</u> Present Their FIT ID

Name:	 Department:		

(Please Print)

(Please Print)

Attach Original Receipts Only! Reimbursement <u>Cannot Exceed</u> \$50.00/Person/Day!

Purchase/Purpose	Cost Center	Object Code	Amount	
TOTAL:				

Employee's Signature: ______ Authorizing Signature: _____

 Funds Received By:

 Name & Title:

 (ID Required By Individual Receiving Payment)

 (Please Print)

FOR BURSAR OFFICE USE ONLY:

S.A.R. Date Reimbursement #