



West Valley - Mission
Community College District

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT PETTY CASH REIMBURSEMENT FORM

REQUESTOR

Name:	Extension:	Department:	Date:
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PURPOSE

AMOUNT

Total	

Budget Administrator (Print Name) Extension Account Number

Budget Administrator (Signature) Date

VP of Administrative Services (Signature)
(College only) Date

Recipient (Signature) Date Cashier (Signature) Date

Requests must be submitted within forty-five (45) days of the date of the transaction. Merchandise purchased on-line must be delivered to the District Warehouse. Petty cash requests will **not** be processed for reimbursement of food for meetings. Reference the "Petty Cash" section of AP 6300 for additional guidance.

Submit form to Admissions and Records Office