



## Petty Cash Reimbursement Form

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Items Purchased (must include receipt)

Circle which team this expense is for:

Coffee, printing, kitchen, decorations, Vol. Cor. Care packages, Vol. support, Site, Entertainment, PR, Spirit, Welcome Tent Procurement, Logistics, Communications

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Name: \_\_\_\_\_

Total: \_\_\_\_\_

Approved by: \_\_\_\_\_

Paid by: \_\_\_\_\_

Paid: Cash or check # \_\_\_\_\_