

San Joaquin Delta College
PETTY CASH REIMBURSEMENT:

INSTRUCTIONS:

1. No reimbursement shall exceed \$100.00.
2. Receipts marked PAID must accompany this form.
3. Complete appropriate Division and ACCOUNT NUMBER.
4. One vendor per form.

NOTES. Promotion fund reimbursement must be handled by
President's Office

VENDOR

| ITEMS | PRICE |
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Purchase Approved by: _____
Division or Department Manager

Division or Department: _____

ACCOUNT NAME: _____ ACCOUNT NUMBER: _____

Cash Received By: _____ Date: _____

Print Name: _____