

SCRIPPS COLLEGE

Petty Cash Reimbursement

(For reimbursements under \$25 only)

For: _____

Student

Faculty

Staff

Date: _____

Amount: _____

Spend Category: _____

Cost Center (Any applicable Program, Project, Grant, or Gift): _____

Business Purpose (Reason for Expense):

Submitted by:

Approved by:

Signature

Signature

Print

Print