

## Idaho State University Petty Cash Advance / Reimbursement Form

### Petty Cash Advance

Department Name: \_\_\_\_\_ Date \_\_\_\_\_

Account Number: \_\_\_\_\_

Employee Receiving Cash: \_\_\_\_\_

(1) Amount Advanced: \_\_\_\_\_

Description of Intended Purchase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Receiving Advance

\_\_\_\_\_  
Fund Custodian Signature

### Petty Cash Reimbursement

Acct Number	Object Code	Description of Purchase	Amount
		<b>(2) Total Purchases</b>	
		<b>(3) Amount Advanced</b> [From line (1) above]	
		<b>Settlement Amount</b> [Line (2) minus line (3)] Positive Difference Reimbursed to Employee. Negative Difference Returned to Fund.	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fund Custodian Signature

\_\_\_\_\_  
Date