

Western New England University
PETTY CASH REIMBURSEMENT

Date: _____ / _____ 20 _____

Amount: \$ _____

Purpose _____
(Please attach backup documentation)

Charge to account # _____

Requested By

Approved By

Note: Petty Cash reimbursements can only be used for reimbursement of goods to \$50. Please bring to Enrollment Services to submit for reimbursement. For all travel reimbursements please use a TME Form, and for any reimbursement over \$50 please use the appropriate reimbursement form (TME Check Request).

Updated 1/2020

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