

Finance – One Washington Square – San José, CA 95192-0008

Main: 408-924-1558

*This form is used to obtain cash for purchases less than \$50.00. Purchases may not exceed \$50 per transaction exclusive of sales tax, with any one vendor in a day. Splitting transactions is not allowed. Items purchased must be necessary for university business and not for personal use. Please complete form, attach detailed itemized invoice/receipt and bring to the Bursar's Office **Cashier Window #1**. Refer to [Petty Cash and Change Funds](#) for more information.*

The vendor invoice/receipt must contain the vendor name or have an original signature from the vendor. All hospitality expenses must meet the [Hospitality Guidelines](#) and require a completed [Hospitality Expense Justification form](#) to be included with the Petty Cash Reimbursement. For reimbursements over \$50.00, complete an [Employee/Student Reimbursement](#) in FTS.

I. Department Information

Requisition No. ¹ : _____ <div style="display: flex; justify-content: space-around; font-size: small;"> Dept ID Year Dept. Assigned Number </div>	Request Date: _____
Requested By: _____	Phone: _____
Department Name: _____	Email: _____

II. Chartfield Information

Account	Fund	DeptID	Class (optional)	Project (optional)	Program (optional)

III. Items Purchased (Attach separate list if more space is needed)

Quantity	Unit	Description	Unit Price	Total Price

Sub-total (cannot exceed \$50.00):

Tax:

Grand Total:

IV. Department Approval

Approving Official's Signature: _____	Date: _____
Name (please print): _____	

¹ An identifier created by the department consisting of Department ID, year, and a department assigned number. For example: 1042-2017-001, 1042-2017-002 and etc.