

MORGAN HILL UNIFIED SCHOOL DISTRICT
PETTY CASH REIMBURSEMENT REQUEST FORM

IMPORTANT: Petty Cash is *NOT* to be used for purchasing food of *ANY* sort. No Payment over \$50 will be reimbursed. Two receipts from the same store on the same day may not total more than \$50. Purchases over \$50 must be processed through a Purchase Order and reimbursement process.

REQUESTOR: _____ DATE: _____

PAYMENT RECV'D: _____ AMOUNT: \$ _____
Signature of Requestor

BUDGET #: _____

REASON FOR PURCHASE: _____

APPROVED BY: _____ DATE: _____
Principal's/Supervisor's Signature

Please attach all receipts/backup documents to this form.

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