

<b>University of Maine System</b>		<b>PETTY CASH REQUEST</b>							
<b>PAYEE INFORMATION:</b>									
Name:						Employee ID			
Campus Address:									
Phone:									
<b>Payee's Signature:</b>									
<b>Reimbursement Guidelines</b>		<b>Amount of item</b>	<b>Description and purpose for items purchased:</b>						
<ul style="list-style-type: none"> <li>•Receipts must be originals</li> <li>•Receipts must be no more than 90 days old</li> <li>•Receipts can total no more than \$125</li> <li>•The University System is exempt from Maine sales tax. Employees will not be reimbursed for payment of sales tax.</li> </ul> <p><b>The Payee MUST sign this form.</b></p>									
Account #		<b>Amount to be charged</b>	<b>* Unit</b>	<b>* DeptID</b>	<b>* Account</b>	<b>Class</b>	<b>* Fund</b>	<b>Program</b>	<b>Project</b>
<i>* = Required Fields</i>									
<b>Total Amount of Request:</b>			<b>Money received by:</b>						
			<b>Date:</b>						
<b>DEPARTMENT APPROVAL:</b>									
Name:									
Campus Address:									
Phone:									
Auth. Signature:						Date:			