

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:	_____ - _____ - _____ <small>Dept ID                      Year                      Dept. Assigned Number</small>	Request Date:	_____
Requested By:	_____	Phone:	_____
Department Name:	_____	Email:	_____

**II. Chartfield Information**

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