

TEACHERS COLLEGE COLUMBIA UNIVERSITY
 Office of the Bursar
 Petty Cash Disbursement Request

Dept/Division: _____ Date: _____

Business Purpose:
 (one purpose per form) _____

I have purchased and request a petty cash disbursement for the following items: (five items per request)

	Date of Expense	Index	Account	Description of Expense	Cost:
1)					
2)					
3)					
4)					
5)					
Attach all supporting documents and original receipts incurred within the last 90 days. Receipts/expenses older than 90 days will not be reimbursed.					Total:

I approve that the expenditures above were incurred by Requestor while on official College business, are accurate and that he/she is not requesting reimbursement from any other source. I authorize disbursement from Index and Account listed above.

I certify that the expenditures listed above were incurred by me for official College business, are accurate and that I am not requesting reimbursement from any other source. Upon signing below, I have received reimbursement from the Index and Account listed above.

Print Name of Approver		Print Name of Requestor	
TC ID #	Phone	TC ID #	Phone
Authorization Signature		Requestor Signature	

Receiver of Petty Cash Distribution:

Print Full Name

TCID

Signature