UPEI UNIVERSITY of Prince Edward ISLAND

PETTY CASH SUMMARY

DATE:_____

MAKE CHEQUE PAYABLE TO:_____

DEPARTMENT: _____

ACCOUNT NUMBER	CLASS	SUPPLIER	GST	AMOUNT

TOTAL AMOUNT OF GST	
TOTAL AMOUNT OF PETTY CASH FUND	
TOTAL AMOUNT OF CASH ON HAND	
TOTAL AMOUNT OF CHEQUE	
TOTAL CASH OVER OR SHORT	

ALL ORIGINAL RECEIPTS MUST BE ATTACHED IN ORDER TO BE REIMBURSED

	PRINT NAME	SIGNATURE	DATE
*CLAIMANT			
*EXPENSE APPROVED BY DEPARTMENT CHAIR(1), DIRECTOR(2), DEAN(3), OTHER AUTHORIZED SIGNATORY			