

Western New England University  
**PETTY CASH REIMBURSEMENT**

Date: \_\_\_\_\_ / \_\_\_\_\_ 20 \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Purpose \_\_\_\_\_  
(Please attach backup documentation)

Charge to account # \_\_\_\_\_

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Requested By

Approved By

Note: Petty Cash reimbursements can only be used for reimbursement of goods to \$50. Please bring to Enrollment Services to submit for reimbursement. For all travel reimbursements please use a TME Form, and for any reimbursement over \$50 please use the appropriate reimbursement form (TME Check Request).

Updated 1/12/2020

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