

University of Maine System		PETTY CASH REQUEST								
PAYEE INFORMATION	Name:							Employee ID		
	Campus Address:									
	Phone:									
	PAYEE's Signature:									
Reimbursement Guidelines		Amount of item	Description and purpose for items purchased:							
Receipts must be originals										
Receipts must be no more than 90 days old										
Receipts can total <u>no more than</u> \$125										
The University System is exempt from Maine sales tax. Employees will not be reimbursed for payment of sales tax.										
The Payee MUST sign this form.										
Account #	* = Required Fields	Amount to be charged	* Unit	* DeptID	* Account	Class	* Fund	Program	Project	
Total Amount of Request:			Money received by:							
			Date:							
DEPARTMENT APPROVAL	Name:									
	Campus Address:									
	Phone:									
	Auth. Signature:							Date:		