TEACHERS COLLEGE COLUMBIA UNIVERSITY

Office of the Bursar

Petty Cash Disbursement Request

Dept/Division ______________________________ Date: ______________

Index ______________________ Account ______________________________

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

	Date of Expense:	**Description of Expense**	**Cost:**
1)			
2)			
3)			
4)			
5)			
Attach all supporting documents, i.e., original receipts.		**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