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| *(For Finance Use Only)* | | | | | | | | |
| I.D.No. |  |  |  |  |  |  |  |  |



Petty Cash Reimbursement

|  |  |  |
| --- | --- | --- |
| Claimant’s Name |  | Voucher No. |
| Logged By |  | |
| Approved for Payment by Budget Holder |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Nominal Code | Cost Centre | Project | Description | Amount  £ p | |
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|  |  |  |  |  |  |
| Total | | | |  |  |

PLEASE NOTE THAT THE MAXIMUM PETTY CASH CLAIM IS **£100**. IF YOUR CLAIM IS FOR MORE THAN £100, YOU WILL NEED TO CLAIM THIS THROUGH THE AGRESSO EXPENSES CLAIMS PROCESS.

|  |  |  |  |
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| Cash Received  By |  | Date |  |
| Signature Finance Office |  | | |
| Print Name |  | | |

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| *(For Finance Use Only)* | | | | | | | | |
| Transaction. No. |  |  |  |  |  |  |  |  |