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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.

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

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