



**THE CITADEL  
PETTY CASH/REIMBURSEMENT REQUEST**

**INVOICE NUMBER \_\_\_\_\_**

**Department:**

**Department Fund:**

**Amount Requested: \$**

**Date Required:**

**Purpose:**

**Denomination of bills:**

**Individual to receive petty cash:**

**Requisitioner:**

**Approval:**

**Date:**

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**FOR TREASURER'S OFFICE USE**

**Date:**

**Amount Disbursed:**

**\$ Received by:**

**Total Receipts: \$**

**Cash Returned: \$**

**Received by:**

**Additional Cash Disbursed: \$**

**Received by:**

**Date:**

**Total Disbursed: \$**

**Account Charged:**