

## PETTY CASH FUND GUIDELINES AND PROCEDURES

c. Attach receipt to the form and highlight the amount to be reimbursed. All receipts must be attached and itemized on the form. If the reimbursement is greater than \$50, request for reimbursement must be submitted to the Business Office to be pTq0.00000912 0 62 92 re\mathbb{MBT/F2 9.96Tf1 0 0 1 9710452.9}