

The University of Maine		PETTY CASH REQUEST							
PAYEE INFORMATION	Name:						Employee ID:		
	Campus Address:								
	Phone:								
	PAYEE's Signature:								
Reimbursement Guidelines		Amount of item	Description and purpose for items purchased:						
Receipts must be originals and all <b>food/meal receipts must be itemized</b> . Tips should not exceed 15% unless noted by restaurant or for large group. Food tax is reimbursable.									
If a personal check is written, a copy of the <b>cancelled</b> check is required.									
Receipts can total <b>no more than \$125</b> and must be no more than 90 days old									
The University is tax exempt of the Sales & Use Tax Law. We will not reimburse Sales Tax.		Amount to be charged	* Unit	*DeptID	* Account	Class	* Fund	Program	Project
			UMS05						
<b>The Payee MUST sign this form.</b>			UMS05						
<b>Total Amount of Request:</b>			<b>Money Picked up by:</b>						
			<b>Date:</b>						
DEPARTMENT APPROVAL	Name:								
	Campus Address:								
	Phone:								
	Authorized Signature:						Date:		