OPSU Student Travel Petty Cash

This Form should be used when 5 or more receipts will be turned in with the cash checked out.

Each receipt must be listed individually. If form is not properly filled out everything will be returned.

Date of Receipt	Name of Vendor	Amount	Purpose of Expense	Location of Expense

Total Amount Checked Out		$	(Original Amount of Cash Checked Out)
Total Amount Checked In		$	(Cash not spent, will go back to your budget)
Additional Amount Checked Out		$	(Overspent, only if budget permits)
	Total Amount Spent	$	(Total amount to be paid back to Petty Cash)