



SAN JOAQUIN  
**DELTA**  
COLLEGE

## PETTY CASH REIMBURSEMENT:

- 1. No reimbursement shall exceed \$100.00.**
2. Receipts marked "PAID" must accompany this form.
- 3. All online orders must be delivered to Delta College.**
4. Complete appropriate Division and ACCOUNT NUMBER.
5. ONE vender per form.
6. Please attach original receipts.

Notes: Promotion fund reimbursement must be handled by the President's Office.

Vendor \_\_\_\_\_

DESCRIPTION OF ITEMS	PRICE

\_\_\_\_\_

Purchase Approved by: \_\_\_\_\_

Division or Department Manager

Division or Department: \_\_\_\_\_

ACCT. NAME: \_\_\_\_\_

ACCT. #: \_\_\_\_\_

\_\_\_\_\_

Cash Received by: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_