

**A** The "Approved" stamps used below are available in ADOBE ACROBAT, by selecting Comments, then using the drop down menu on the stamp icon. Select Dynamic and Approved. These will reflect the person approving, along with the time and date of approval.

**SAMPLE**



Division of Finance & Administration  
 Controllor's Office

**PETTY CASH REIMBURSEMENT**

**Requisition #** 010419-0751112  
**Date:** 1/4/2019  
**Department Name:** Controllor's Office  
**Department ID:** 0751112  
**Fund Custodian:** Bobbie Doyle  
**Email:** Bobbie\_Doyle@baylor.edu

**Original Value of Fund:** \$ 200.00  
**Less Cash On-Hand:** 150.00  
**Variance:** 50.00  
**Custodian's Phone #:** 710-8594  
**\*Pick up by:** Self

**Expenses for Reimbursement**

Date	Vendor	Description/Reason	Account	Amount
12/21/18	ABC	supplies needed same day	9370	\$ 50.00
Total from Additional sheet (if necessary):				\$ -
Total value of Receipts:				\$ 50.00

**Explanation for Over/Under (if applicable):** \_\_\_\_\_ **Cash Over/Under:**

**Total Amount to be Reimbursed:** \$ 50.00

**APPROVALS**

Custodian

Department

**APPROVED**  
 By Bobbie\_Doyle at 5:35 pm, Jan 04, 2019

**APPROVED**  
 By Bobbie\_Doyle at 5:35 pm, Jan 04, 2019

**Forward completed form to Financial\_Services@Baylor.edu after department approval.**

Controllor's Office

Cashier's Office

**APPROVED**  
 By Bobbie\_Doyle at 5:35 pm, Jan 04, 2019

**APPROVED**  
 By Bobbie\_Doyle at 5:35 pm, Jan 04, 2019

**FUNDS RECEIVED BY**

Printed name \_\_\_\_\_ BU ID# \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Custodian must notify the Cashier's Office if funds will be picked up by a proxy. Baylor ID will be required to pick up any funds. The responsibility of the funds remains with the Custodian, even if picked up by a proxy. Any lost or misappropriated funds will be recovered by Baylor payroll deduction.