

REQUESTED BY:	DEPARTMENT	AUTHORIZED BY NAME SIGNATURE	DATE
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C	FUND	COST CENTRE	ACCOUNT	ACTIVITY	EMPLOYEE/COURSE	AMOUNT	TOTAL AMOUNT <div style="border: 1px solid black; width: 100%; height: 30px; margin-top: 5px;"></div>	

PAYEE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ROOM: \_\_\_\_\_

RE: \_\_\_\_\_

\_\_\_\_\_

**Attach original receipt(s)**

All petty cash expenses will be coded to the "Petty Cash Expense" (7042) unless detailed reporting is requested below.

Detailed Reporting

PLEASE REFER TO THE PETTY CASH FUNDS POLICY: [http://www.ryerson.ca/about/administration\\_studentaffairs/assets/pdf/1-Petty-Cash-Funds.pdf](http://www.ryerson.ca/about/administration_studentaffairs/assets/pdf/1-Petty-Cash-Funds.pdf)