

**UNIVERSITY
OF TORONTO**

**PETTY CASH / IMPREST EXPENDITURE BANK ACCOUNT
REQUEST FOR REIMBURSEMENT/CLOSURE/DECREASE**

PAYABLE TO:	PERSONNEL NO.	REQUIRED ACTION: <input type="checkbox"/> CLOSE FUND <input type="checkbox"/> REIMBURSE/REPLENISH <input type="checkbox"/> DECREASE FUND: BY: \$	DATE:
ADDRESS OF PAYEE:			DOCUMENT NO.:
			PERIOD:
			FROM: TO:

ACCOUNTING INFORMATION

BUSINESS AREA IF OTHER THAN 1000	VENDOR(CUSTODIAN) ACCOUNT NUMBER:	COMPANY CODE IF OTHER THAN UOFT	CURRENCY: <input type="checkbox"/> CANADIAN DOLLARS <input type="checkbox"/> U.S. DOLLARS
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DATE	G/L ACCOUNT NO.	TAX CODE	AMOUNT	COST CENTRE ACCTG		FUNDS MANAGEMENT ACCOUNTING			DESCRIPTION
				COST CENTRE (O R)	INTERNAL ORDER	FUND	C/F CENTRE (AND /OR)	COMMITMENT ITEM	

REIMBURSEMENT REQUIRED	\$ -	REQUESTED BY:	TELEPHONE:	FAX:
UNIDENTIFIED CASH(OVER) OR SHORT	\$ -			
FUNDS ON HAND		AUTHORIZED APPROVAL:		
TOTAL IMPREST FUND	\$ -	SIGNATURE	TITLE	