PETTY CASH / IMPREST BANK
Request for Reimbursement / Closure / Decrease

UNIVERSITY OF TORONTO

FIS Docs for closure or decrease (FSD Only)

PAYABLE TO	PERSONNEL No.	FIS VENDOR No.	REQUEST	REQUEST DATE

DEPARTMENT AND ADDRESS OF PAYABLE TO	Current Amount	Currency	FIS Document Number
	New Amount	CAD	Date From / Date To

BusArea / TRANSACTION AND ACCOUNTING INFORMATION

DATE	GL ACCOUNT	AMOUNT	TAX CODE	COST CENTRE	INTERNAL ORDER	FUNDS CENTRE	FUND	COMMIT. ITEM	DESCRIPTION

Reimbursement Required	REQUESTED BY	AUTHORIZED APPROVER NAME
Unidentified Cash Over / Short	Requested By Phone #	AUTHORIZED APPROVER TITLE
Funds On Hand or In Bank	Requested By Email	
Total Petty Cash/Imprest Bank	CLOSURE of Petty Cash - please follow instructions here: Petty Cash Closure CLOSURE of Imprest Bank - please following instructions here: Imprest Closure	AUTHORIZED APPROVER SIGNATURE

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