



PETTY CASH / IMPREST BANK

Request for Reimbursement / Closure / Decrease

FIS Docs for closure or decrease (FSD Only)

PAYABLE TO	PERSONNEL No.	FIS VENDOR No.	REQUEST	REQUEST DATE
<input style="width:100%; height:40px;" type="text"/>	<input style="width:100%; height:40px;" type="text"/>	<input style="width:100%; height:40px;" type="text"/>	<input style="width:100%; height:40px;" type="text"/>	<input style="width:100%; height:40px;" type="text"/>

DEPARTMENT AND ADDRESS OF PAYABLE TO	Current Amount	<input style="width:100%; height:30px;" type="text"/>	Currency	FIS Document Number
<input style="width:100%; height:60px;" type="text"/>	New Amount	<input style="width:100%; height:30px;" type="text"/>	CAD	Date From
				<input style="width:100%; height:30px;" type="text"/>

BusArea	TRANSACTION AND ACCOUNTING INFORMATION
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DATE	GL ACCOUNT	AMOUNT	TAX CODE	COST CENTRE	INTERNAL ORDER	FUNDS CENTRE	FUND	COMMIT. ITEM	DESCRIPTION

Reimbursement Required	<input style="width:100%; height:30px;" type="text"/>	REQUESTED BY	<input style="width:100%; height:30px;" type="text"/>	AUTHORIZED APPROVER NAME	<input style="width:100%; height:30px;" type="text"/>
Unidentified Cash Over / Short	<input style="width:100%; height:30px;" type="text"/>	Requested By Phone #	<input style="width:100%; height:30px;" type="text"/>	AUTHORIZED APPROVER TITLE	<input style="width:100%; height:30px;" type="text"/>
Funds On Hand or In Bank	<input style="width:100%; height:30px;" type="text"/>	Requested By Email	<input style="width:100%; height:30px;" type="text"/>		
Total Petty Cash/Imprest Bank	<input style="width:100%; height:30px;" type="text"/>	CLOSURE of Petty Cash - please follow instructions here: Petty Cash Closure CLOSURE of Imprest Bank - please following instructions here: Imprest Closure		AUTHORIZED APPROVER SIGNATURE	