

San Jose/Evergreen Community College District

BS-305

SJCC

EVC

DIST

Business Services

REQUEST AND RECEIPT FOR PAYMENT FROM PETTY CASH FUND

Date _____

Received from the San Jose/Evergreen Community College District

The amount of _____ dollars (\$ _____)

Explanation

Amount

Explanation	Amount
_____	_____
_____	_____
_____	_____

Please attach receipts

TOTAL _____

NOT TO EXCEED \$50.00

Name _____
Please Print

Signature _____ Department _____
Claimant

Account No. _____ Approval _____
Director of Instruction/Provost or Supervisor