



Blue Mountain  
Community College

# Petty Cash Refund Summary Request

Purchase Order # \_\_\_\_\_

I, \_\_\_\_\_ am requesting reimbursement for items purchased as itemized on the attached paid receipts. I hereby certify that these purchases were made for the stated purpose, that the expenses incurred were necessary and proper, and that no part thereof has been otherwise reimbursed.

Campus/ Fund	F/C/Dept	Object	Term	Project	Description	Amount
			N			\$
			N			\$
			N			\$
			N			\$
			N			\$
			N			\$
<b>Total</b>						\$

**Purpose of Expense:**

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Department: \_\_\_\_\_ Phone # \_\_\_\_\_

Custodian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*BMCC is an equal opportunity educator and employer.*