



# Cash Paid Out

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Payee Name: \_\_\_\_\_

Supplier: \_\_\_\_\_ Amount Paid \$\_\_\_\_\_.\_\_\_\_\_

Description (itemize purchases): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Number: --N-

Purchaser Signature \_\_\_\_\_

Budget Manager Signature \_\_\_\_\_

- Allowed \$15 per day/per supplier only.
- When the procurement/purchase order cutoff is determined, requests thereafter must be approved by the appropriate authorizer for consideration of reimbursement.
- All receipts and payout requests must be turned into Service Center no later than June 30<sup>th</sup> of each year.

*BMCC is an equal opportunity educator and employer.*

Admin. Procedure BO- 01-2010-0001 Revised 8/11



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