

WHO SHOULD USE The Departmental Cash Fund Replenish Form:

The use of this form is limited to departments that maintain their own petty cash fund.

WHEN TO USE THIS FORM:

Submit this form to the **Working Fund Office** at least once a month to replenish the Departmental petty cash fund. Only cash purchases can be reimbursed using this form.

HOW TO COMPLETE THIS FORM:

Expense Itemization D7.n26

