

The Thomas Jefferson National Accelerator Facility

Administrative Manual

PETTY CASH REQUISITION FOR REIMBURSEMENT OF LOST RECEIPTS

Employee's Name:				
Date of Purchase				
Item(s) <u>Purchased</u>	Name of Vendor	Price of Item	Sales <u>Tax</u>	Total <u>Amount</u>
			\$	\$
		-		
Conditions under wh	nich receipt(s) was lost:			
Other Comments/jus	tification:			
Employee's Signatur	e Date	Supervisor's	s Signature Dat	te

Note: Please duplicate this form as needed for your use.