



Stevens Institute of Technology  
Petty Cash  
REIMBURSEMENT

Department name:

Account to be charged:

Date:

Detailed Description of Expenditure (including Business Justification)

Please reimburse me for expenditures incurred on behalf of Stevens Institute business in the amount of:

Dollars

Amount: \$

Write out amount (Not Valid for More than \$60)

The information provided herein is accurate and complete to the best of my knowledge:

\_\_\_\_\_  
Signature of person receiving funds

Printed name of person receiving funds

\_\_\_\_\_  
Signature of Approver (Dean/Dept. Head)

Printed name of Approver

\_\_\_\_\_  
Office of Finance approval - Title