

INSTITUTE OF FUNDAMENTAL STUDIES

PETTY CASH REIMBURSEMENT FORM

Requested by: _____ Designation _____
Project/Division: _____
Items Purchased: _____

Availability at stores _____ Availability/Not available _____

.....
L.M./S.K./P.A.

Place of Purchase: Name	Cost	
	Rs.	Cts.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

Signature of Applicant _____ Date _____
Payment Approved/Not Approved _____

Director/Secretary/Supervisor _____ Date _____

N.B. Petty Cash request should not exceed Rs. 1000/=

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