

Instructions for Revolving Cash Request Form

1. To reimburse staff for incidental expenses. **DO NOT submit multiple forms if receipts total more than \$50. If multiples are submitted, it will be returned to the department to complete a purchase order or a check request for reimbursement.**
2. To receive reimbursement, submit an approved request form with original itemized receipt(s). Receipts that do not have the vendor name printed or stamped on them may not be reimbursed. Refer to [Purchasing Methods Comparison](#) to use.
3. Complete information for person to be reimbursed.
4. Description of Items - Provide detailed information and price of items to purchase. Note: Maximum Amount cannot exceed \$50.
5. Provide Valid budget number/s and allocation of amount per budget line.
6. If using a Categorical budget Fund 12 you must type in the categorical information (Program Name, Project Grant Number and Program Goal/Explanation) and get approval from the Program Director/Coordinator
7. Attach all supporting documents for purchase or items to pay (i.e. receipts, quotes, etc.)
8. Enter Requestor Name, sign and date
9. Enter Department Dean/Manager Name
10. Submit to Dean/Manager for approval.
11. Dean/Manager will forward Revolving Cash Request form, and all supporting documents to ARC BSO Purchasing email. Employee may also bring signed Revolving Cash Request form, and all supporting documents to the **Business Services Center in the Welcome & Support Center** to pick up cash/reimbursement.