

CASHIER'S OFFICE - PETTY CASH REIMBURSEMENT

REQUESTED BY: Anthony Volpe	DEPARTMENT P-FACS	AUTHORIZED BY NAME Zara Howick SIGNATURE <i>Zara Howick</i>	DATE January 30, 2014
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C	FUND	COST CENTRE	ACCOUNT	ACTIVITY	EMPLOYEE/COURSE	AMOUNT	
1	34	XXXXX	XXXX	0000	000000000	100.00	TOTAL AMOUNT <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">100.00</div>
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PAYEE: Anthony Volpe

DEPARTMENT: Electrical & Computer Engineering

ROOM: c/o Cindy Ao in ENG 467

RE: Electrical & Computer Engineering Course Union event
End of Year Dinner - food costs reimbursement

Attach original receipt(s)

All petty cash expenses will be coded to the "Petty Cash Expense" (7042) unless detailed reporting is requested below.

Detailed Reporting

PLEASE REFER TO THE PETTY CASH FUNDS POLICY: http://www.ryerson.ca/about/administration_studentaffairs/assets/pdf/1-Petty-Cash-Funds.pdf