

**NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION
NAWIC Guam Chapter 381**

PETTY CASH DISBURSEMENT FORM

Please complete this form in its entirety. Without this information you cannot be reimbursed through our petty cash fund. **Each original receipt must have a description of items purchased written on it.** A maximum of \$70.00 per receipt, \$70.00 per day. Please include all of your receipts to this form in the space provided, if necessary additional blank sheets may be used. Bring the completed form to the appropriate office for reimbursement.

Date:

Cash Disbursement Requested by:

Amount: \$ -

Reasons for Purchase:

Person Receiving Cash:

Signature:

(I acknowledge receipt of the above stated cash amount)

Reviewed and approved by:

(Treasurer Name and Signature)

Approval Date:

PLEASE ATTACH SUPPORTING RECEIPTS