



Wilkes University

Cash Reimbursement / Tip Voucher

To be used when requesting cash for tips and similar items with no receipt (non-receipt items limited to \$50), or items for which you've already paid and are supplying a receipt. For advances, please use the **Cash Advance Release Form**.

Date of Trip/Event _____ Amount Requested \$ _____

Description of Business purpose for the Cash requested: _____

Initial one:

_____ Receipt attached

_____ Unable to obtain receipt (tips, etc.) I certify that the cash received will be used only for the intended purpose described above. In the event the cash is no longer needed for the purpose described, I will return any unused funds to the Bursar's office.

Name (Printed) _____

WIN# _____

Requestor's Signature _____

FOAPA TO BE
CHARGED:

FUND	ORG	ACCOUNT	PROGRAM

Budget Manager's Signature _____ Date: _____

Cash Received by Signature: _____ Date: _____

(TO BE SIGNED AT THE BURSAR'S OFFICE)

Please submit form to Anne Kotarski, Director of Treasury and Student Accounts.

anne.kotarski@wilkes.edu