

**MISSISSIPPI COLLEGE
DISBURSEMENTS – PETTY CASH**

MUST attach receipt; if for mileage, account for miles and reason for travel & list other employee(s) that traveled with you

Date _____ Amount \$ _____

(MC does not reimburse sales tax)

Pay To _____

Department _____ Department Head Approval _____

For: _____

Account No. _____

Fund	Organization	Account	Program	Activity
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Business Office Approval _____ Received By _____

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