



California State University
SAN MARCOS

**STUDENT FINANCIAL SERVICES
REIMBURSEMENT PETTY CASH PICK UP AUTHORIZATION**

AUTHORIZATION

I authorize _____ (authorized employee printed name) to pick up petty cash reimbursement for me at the University Cashier's for the out of pocket expense I made, and for him/her to sign the appropriate disbursement voucher(s) on my behalf upon receipt of the cash reimbursement. Receipts related to the expenses are attached.

I will not hold California State University San Marcos liable for any theft or loss of cash related to this reimbursement after payment has been made to the aforementioned individual. I also understand that in the event such a loss should occur, I will not be entitled to a second payment by the university.

EMPLOYEE INFORMATION/AUTHORIZED

Approving Authority (Printed Name):		Ext:
Approving Authority Signature:		Date:

Contact Student Financial Services at 760.750.4490 if you have any questions.