Explanation:
As of December 2004 there will be no Petty cash within the department. Students will have to submit the following information to be reimbursed through the mail. Students will submit the following information and then will receive a check through the mail.

1. Name of Student
2. Mailing address of Student
3. Student ID
4. Purpose of the purchase
5. Clear description of what was purchased
6. Original receipts for attachment to non-po voucher will be submitted to Christina Nothnagel in room 224ME.
7. Name/Signature of Faculty authorizing the original purchase
8. Taxes will not be reimbursed. The University of Missouri – Rolla is tax exempt and Christina Nothnagel room 224ME can supply you with a tax exempt letter for purchase.

The reimbursement should take place within 30 days of purchase. Therefore, it would be good if the student would submit reimbursement information to Christina Nothnagel room 224ME within the first 7 days after purchase to allow time for processing the non-po voucher.