CalPolyPomona
Philanthropic Foundation

Cal Poly Pomona Philanthropic Foundation
Petty Cash – Public Relations Expense

Please complete this form and attach receipt(s) or invoice(s) to the bottom of this page.

Project#:

Date:

Recipient Name:

Description/Persons Attending	Type of Expenditure*	Purpose	Amount

*See Expenditure Policy Grid and refer to corresponding # for type of expenditure.

Recipient Signature:

Date:

…….Attach Invoice Here…….