

DIVISION OF POLICE

CLEVELAND, OHIO
DIVISIONAL INFORMATION

DIST./BUR. _____ ZONE/UNIT _____ 20
EXAMINED BY _____ RANK _____ 20
FROM: _____ TO: _____
SUBJECT: Justification For Petty Cash Expenditure
COPIES TO: _____

Sir/Ma'am:

The following item(s) were purchased for Division use:

NOTARY FEE, NOTARY COMMISSION, NOTARY STAMP AND SEAL

The vendor for the above purchase was: _____

Total amount of purchase: \$ _____

(Original receipts must be attached to this form. Handwritten receipts are unacceptable. The City will not reimburse for sales tax. The City Tax Exempt ID number is 34-6000646. Only items submitted for reimbursement are allowed on the receipt).

It was necessary to utilize petty cash for this purchase because:

PER GPO 2.3.06 NOTARY PUBLIC CERTIFICATION AND RENEWAL

Respectfully,

_____ # _____

Current Assignment: _____

Phone #: _____

Questions should be directed to the Budget Unit at (216) 623-5580

Office use only:

Signature of person receiving reimbursement: _____

Date: _____