



Office of Student Development - Petty Cash Advance

Date Submitted: ____/____/____

Name: _____

Organization: _____

Contact Email: _____

Contact Phone: _____

Purpose of Advance/Program Name & Description: _____

Date of Program: ____/____/____

Date Advance wanted by: ____/____/____

Amount Requested: _____ (Must be under \$99, otherwise a check request is required)

Approval

Amount Approved: _____

Organization Treasurer/President Signature: _____

OSD Signature Approval: _____

Name: _____

Date Money Given Out: ____/____/____

Staff: _____

Person Receiving Money (please print name): _____

Received Signature: _____

*You are responsible for the amount given; you will be billed for any amount not accounted for on receipts or returned in cash; **tax not reimbursable**. Please request any needed tax exempt forms at least one week ahead of anticipated purchase date.*

Receipts and/or change are due back to the Office of Student Development no later than one week from program date. Please return receipts on receipt paper and cash in a sealed envelope. If there is a consistent issue regarding this policy, advances will no longer be granted to the organization.

Reconciliation - for office use only

Date Money/Receipts Received at OSD Office: ____/____/____

Additional Reimbursement:

Receipt(s) Total: _____

Cash Returned: _____

Cash Owed: _____

Individual Receipt Amounts:

TOTAL AMOUNT OF PURCHASE: _____

TOTAL AMOUNT RECONCILED: _____

BUDGET TO BE CHARGED: _____

Please Note:

- Use receipt form to affix original receipts.
- Petty cash requests should only be used on an emergency and limited basis.
- Purchase requisitions for items needed is most appropriate (purchases should be going through the college because of the best discounts & tax exemption).
- Check request are needed for amounts greater than \$99.00