



Date of request _____

Request for Petty Cash

► Student Activities

Student's name _____ Amount \$ _____

Student's ID number _____

Purpose of advance _____

Date needed _____ Event date _____

Name of Organization _____

Account number(s) to be charged _____

I understand that this Request for Petty Cash has been issued to me to use to conduct of University business, and that appropriate receipts totaling the amount of the Request or a combination of receipts and cash will be returned to Student Activities with two weeks from the date of the event.

Subsequent Requests will not be issued until this one is completed. If I do not complete the Request within two weeks after the event for which the Request is obtained, the University may deduct the amount outstanding from my payroll check (if the Request is to an employee) or from the Student Organization's account (if the Request was made to a student organization.)

Approval signature-Student Activities _____ Date _____

Signature of student _____ Date _____
(upon receipt of cash)

Approval signature – Accounts Payable Office _____

		POST AMOUNT
Total receipts \$ _____		5505 _____
Amount returned to petty cash fund \$ _____		5501 _____
Amount due to student \$ _____		Other _____
Pickup signature _____		Date _____
Student's signature _____		Date _____
Student Activities signature _____		Date _____

Accounts Payable Office _____ Date _____
(upon receipt of cash / receipts)