



Request for Petty Cash

Petty Cash may be requested for items purchased OFF-CAMPUS for less than \$25.00. You may not be reimbursed for labor or salaries. All receipts must be attached to the Request for Petty Cash form.

Complete the information requested. Present this request to your adviser. Petty Cash envelopes not claimed by the end of the academic year will be deposited into the organization's account.

Allow one week for processing.

For Office Use Only

Voucher Number _____

Date _____ Amount \$ _____

Organization _____

Account/Natural Acct. _____

Petty Cash Payable To _____

Explanation for Petty Cash (attach receipts) _____

Requested by _____
Name Phone Number E-mail

Approved by _____
Student Organization Adviser

For Office Use Only

Processed by _____ Date _____
Student Aide