cpccstudentlife

# Petty Cash Request Form

The College will allow student organizations to spend up to $250.00 as petty cash expenditures, at one time, if the organization has adequate funds in its account. Student organizations should refer to the "Petty Cash Advance" section of the Student Organization EQUIP Handbook to learn more about policies and procedures regarding petty cash.

Please allow a minimum of 24 hours upon submitting this completed form to receive petty cash. Petty cash can be picked up at the Office of Student Life at Central campus only. All original, itemized receipts and any remaining funds must be saved and returned to Wendy Coley in Student Life to finalize any petty cash transaction and before any additional petty cash can be requested.

**Payee Information:**

Name of Department or Student Organization:

Name of Payee: Student/Employee ID #:

E-mail Address: Phone Number:

☐ Student ☐ Faculty ☐ Staff

**Account Information:**

Account Charged: Amount Requested:

Account Charged: Amount Requested:

Account Charged: Amount Requested:

**TOTAL AMOUNT REQUESTED:**

**Description of Expenditure:**

Please describe what you are using the petty cash advance for.

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*Funds from an organization's bank account may be accessed to support activities mutually approved by the students and the advisor of the organization. Organization funds are designated as institutional dollars at CPCC, and must be spent according to guidelines set forth by the College. I, the undersigned, have read, understand, and agree to accept the responsibilities as outlined in this Petty Cash Request Form and the Student Organization EQUIP Handbook.*

Payee Signature: Date: Phone:

Advisor Signature: Date: Phone: