



# PETTY CASH REQUEST

## PURPOSE

The purpose of petty cash is to allow for the reimbursement and purchases of low cost event expenses.

## PROCEDURE

A petty cash advance can be obtained with the submission of this completed form. Please reference the financial procedure for a list of legitimate petty cash items. Petty cash will not be given out in amounts exceeding \$150 and approval must be received prior to purchasing items.

A petty cash advance will only be granted if the amount requested is available in the club/society account. Executives must give a minimum of 24 hours notification before petty cash can be arranged.

The recipient of the petty cash is responsible for ensuring the ORIGINAL RECEIPT(S) AND/OR ANY UNUSED CASH ARE RETURNED WITHIN 5 BUSINESS DAYS.

## SUBMISSION INFORMATION

CLUB/SOCIETY NAME: \_\_\_\_\_

EXECUTIVE (RESPONSIBLE FOR CASH): \_\_\_\_\_ AMOUNT (\$): \_\_\_\_\_

DATE OF PICK-UP: \_\_\_\_\_ ITEM(S) BEING PURCHASED: \_\_\_\_\_

\_\_\_\_\_

## EXECUTIVE CONFIRMATION

SIGNING OFFICER 1: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNING OFFICER 2: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## ADMINISTRATIVE CONFIRMATION (OFFICE USE ONLY)

RECEIVED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ CASH RETURNED: \_\_\_\_\_ RECEIPT TOTAL: \_\_\_\_\_