

Middle Georgia State College

Agency Account

Petty Cash Request

For use for small purchases, less than \$50.

This form can be used 2 ways (Choose One):

- 1. Make purchase, then take completed form and original receipts to Bursar's Office for cash reimbursement for the exact amount of purchase.
- 2. Take completed form to Bursar's Office to receive amount noted below. Make purchase then return original receipts and unused cash to the Bursar's Office.

Today's Date: _____

Club/Organization Name: _____ **ADVISOR:** _____

Agency Account #: A _____

Requested Amount: \$ _____

Purpose of Request: _____

Is this Expense noted in the club minutes? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why not?
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NOTE:

1. If #1 marked above, then original receipt must to be dated within the last 45 calendar days.
2. If #2 marked above, then original receipt must be returned within 7 business days to the Bursar's Office (same location where you received the cash) including excess cash.
3. Petty Cash Requests have to be cleared before another request will be processed.

Form Completed by:

Printed Name	Signature Date

Club/Organization Advisor Approval (Required):

Printed Name	Signature Date

Club/Organization President or Treasurer Approval (Required):

Printed Name	Signature Date

ACCOUNTING/BURSAR USE ONLY			
PAY FROM			
FUND	DEPT ID	ACCOUNT	AMOUNT
60000	A	241100	
60000	A	241100	
Form Received:		Receipts Received:	
Approved/Processed:		Comments:	