



# Petty Cash Request Form

CPCC will allow student organizations to request and spend up to \$250.00 as petty cash expenditures, at one time, if the organization has adequate funds in its account.

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 O'Neil or Jennifer Conway in Student Life to finalize any petty cash transaction and before any additional petty cash can be requested. **Questions** may be directed to 704-330-6584 or clubs@cpcc.edu .

### 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.

*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.*

- The **payee is ultimately responsible** for the appropriate spending of Petty Cash and reconciliation of receipts.
- Receipts must be itemized and contain **only the items approved** for purchase through the organization.
- Original receipts** and any returned change must **equal** the amount given.
- Receipts and change must be returned to Student Life at Central Campus, **within 2 business days** of completed transactions.
- Payee will be held financially responsible** for missing receipts or missing money.

Payee Signature:  Date:  Phone:

Advisor Signature:  Date:  Phone: