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?  [ ] Yes  [ ] No

If no, why not?

NOTE:
1. If #1 marked above, then original receipt must 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*

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<tr>
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Form Received: __________________________________________

Receipts Received: __________________________________________

Approved/Processed: __________________________________________

Comments: __________________________________________