

UC Hastings College of the Law - Office of Fiscal Services
PETTY CASH REQUEST FORM

①DATE:	②AMOUNT:
③PAY TO:	
④DESCRIPTION AND PURPOSE OF PURCHASE (attach original receipt): _____ _____ _____	
⑤ACCOUNT NUMBER:	⑥AMOUNT:
ACCOUNT NUMBER:	AMOUNT:
	TOTAL:
⑦REQUESTOR'S SIGNATURE:	
⑧SUPERVISOR'S SIGNATURE:	
⑨FUNDS RECEIVED BY: _____ DATE: _____ (Sign in the presence of Fiscal personnel)	
⑩FUNDS DISBURSED BY:	DATE:

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 2009

February

Form Custodian: Cashier

Refer to the Instructions on Page 2 for completing the form.

Instructions for Completing the Petty Cash Request Form:

To request reimbursement for the purchase of an item, the PETTY CASH REQUEST FORM must be completed and submitted to the Cashier in Fiscal Services, Room 111, 198 McAllister Street.

- ① Date: Write the date the form is being completed.
- ② Amount: Write the amount of the expenditure for which reimbursement is requested. Maximum amount allowable per petty cash reimbursement is \$20.00 (Exhibit 6.6, Petty Cash, of the *College's Financial Policy and Procedure Manual*)
- ③ Pay To: Write the name of the person who will be receiving the reimbursement.
- ④ Description and Purpose of Purchase: Write a brief description of the item purchased and the purpose for which the item will be used. The original receipt for the item must be attached to the form for which the reimbursement will be made.
- ⑤ Account Number: Write the account number, including the object code, for which the purchase is to be charged.
- ⑥ Amount: Write the amount of the expenditure to be charged to the associated account number.
- ⑦ Requestor's Signature: The person requesting reimbursement must sign in this box.
- ⑧ Supervisor's Signature: The supervisor of the person requesting the reimbursement must sign here. The Department Head who is the authorized signer for the noted account number must also sign here if that person is someone other than the Requestor or the Requestor's Supervisor.
- ⑨ Funds Received By / Date: The person actually receiving the cash must sign their name in this section.
- ⑩ Funds Disbursed By / Date: The Fiscal staff member disbursing the funds must sign their name in this section.