



Student Association

State University of New York College at Oneonta

PETTY CASH REQUEST FORM

for _____
organization

Petty cash is to be used for incidentals, usually not exceeding \$25 (per incident)

Examples of Appropriate Use of Funds

- Taxi fare
- Postage
- Office supplies
- Meals while traveling

Examples of Inappropriate Use of Funds

- Invoices for goods or services
- Salaries or wages
- Advances or loans
- Parking tickets

Responsibilities of Petty Cash Users:

- \$ Obtaining approval for expenditure
- \$ Ensuring purchase was made in the conduct of SA business
- \$ Retaining original receipt from vendor
- \$ Providing detailed description of expense
- \$ Providing completed Purchase Requisition & Voucher
- \$ Return receipts and change to OAS within five days of the trip. Failure to do so may result in freezing of all other allocations.

Amount Requested: \$ _____	Rationale: _____

By signing this form, I attest that the requested usage is in support of a specific club activity.

President: _____ Signature: _____ Phone: _____

Advisor: _____ Signature: _____ Phone: _____

Office Use Only	This request is: APPROVED DENIED by: _____ Date: _____
	Check #: _____ issued on _____ to _____
	Signature of person accepting the check: _____
	<i>By accepting this check, I am taking responsibility on behalf of my organization for returning all change and receipts to OAS within five business days of the trip.</i>
	Deposit slip and receipts received from OAS: _____
	Notes: _____