

PETTY CASH REQUEST

DATE: _____ Cashier's Initials and date: _____

REQUESTOR (print clearly): _____

DEPARTMENT: _____

CHARGE TO FOAP: _____ / _____ / _____ / _____
Fund Org Account Program

| DESCRIPTION OF ITEM/SERVICE PURCHASED | AMOUNT | |
|---------------------------------------|--------|--|
| | | |
| | | |
| | | |
| | | |
| TOTAL | | |

Approved by: _____
Signature

Received by: _____
Signature

IMPORTANT NOTE:

P-Cards, CougarMart, and/or Accounts Payable check requests should always be the first choice for purchases. Petty cash reimbursements should be a last resort for unforeseen, short-notice needs only.

Complete the requested information and tape original cash receipts in the shaded area or attached page. (DO NOT STAPLE and do not place tape over printed information on receipt.) Petty Cash requests may not exceed \$100.

(For reimbursement for qualified expenses excluded from petty cash reimbursement, submit check request to Accounts Payable, CHEC)

Items which cannot be reimbursed from petty cash:

- Field trip expenses
- Tuition refunds
- Gift cards or gift certificates
- Conference registration fees
- Local or professional travel
- Meeting expenses
- Memberships
- Food or drink (*Exceptions: \$100 leadership team preapproved Collin events, some student agency functions, and \$100 retirement reception allowance*)
- Guest lecturers
- Personal items (tissue, aspirin, cards, etc.)
- Cleaning/disinfectant supplies (*purchase from Cougarmart via Staples punchout and/or Plant Ops for limited cleaning products*)
- Sales tax
- Furniture/equipment (*acquire through Purchasing*)
- Repairs/maintenance agreements
- Phone cards
- Office supplies (*purchase from CougarMart via Staples punchout*)
- Amazon orders/purchases
- Barnes and Noble purchases (*charge to appropriate departmental expense account*)

Any exceptions to these items must be approved by the Vice President of Administration or the Associate Vice President of Financial Services and Reporting.

(For reimbursement for qualified expenses excluded from petty cash reimbursement, submit check request to Accounts Payable, CHEC)