

PETTY CASH REQUEST

DATE: _____ Cashier's Initials and date: _____

REQUESTOR (print clearly): _____

COST CENTER: _____

CHARGE TO DEPT: _____ / _____ / _____ / _____
Campus Division Fund Program

DESCRIPTION OF ITEM/SERVICE PURCHASED	AMOUNT	
TOTAL		

Approved by: _____
Signature

Received by: _____
Signature

IMPORTANT NOTE:

Petty cash reimbursements should be a last resort for unforeseen, short-notice needs only.

(For reimbursement for qualified expenses excluded from petty cash reimbursement, submit Supplier Invoice Request in Workday.)

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.

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.