

PASCO-HERNANDO STATE COLLEGE

PETTY CASH RECEIPT

(Instructions are on the reverse side of this form)

Maximum Withdrawal:
Clubs - \$50.00 -- College Staff - \$50.00

Student / Staff Name: _____

Total Amount of Petty Cash \$ _____

Department/Club/Organization _____

Account Number _____ - _____ - _____ - _____ - _____

Reason for Disbursement: _____

Approved By: _____ Date: _____
Club Advisor (Fund 6 only)

Approved By: _____ Date: _____
Coordinator of student Activities
(Fund 2 Student Activities and Fund 6 only)

OR

Approved By: _____ Date: _____
Budget Supervisor (for all other funds)

Received By: _____ Date: _____

Petty Cash Custodian: _____ Date: _____

**RECONCILIATION OF FUNDS ADVANCED
(Student Clubs and Organizations Only)**

Amount Advanced: \$ _____

Less Amount Returned to Petty Cash \$ _____

Amount Spent: \$ _____ (Original receipts must be attached.)

INSTRUCTIONS FOR PETTY CASH RECEIPT

1. This form must be completed when obtaining petty cash from any PHSC College Store location.
2. Student Clubs/Organizations are limited to withdrawing \$50.00 of petty cash against their club/organization account. Any expenditure above that amount should be requested via form BGE-5 (Check Requisition Application)
3. College staff are limited to withdrawing \$50.00 of petty cash against their departmental account. Any expenditure above that amount should be requested via form BGE-5 (Check Requisition Application)
4. Student/Staff requesting Petty Cash, the amount requested, the Department/Club/Organization, the account number, and the reason for the disbursement must be completed in full prior to submitting request for petty cash.
5. Clubs Organizations (Fund 6): the Club Advisor and Coordinator of Student Activities must sign and date the Petty Cash Receipt prior to student (s) receiving reimbursement.
6. Student Activities (Fund 2): the Coordinator of Student Activities must sign and date the Petty Cash Receipt prior to receiving reimbursement.
7. The Budget Supervisor must sign and date the Petty Cash Receipt prior to staff receiving reimbursement for all other funds except as listed in 5 and 6 above.
8. All individuals obtaining petty cash are required to bring original receipts to the campus College Store within 24 hours along with this form after purchasing the desired items.
9. The Petty Cash Custodian is **required** to complete the reconciliation portion of the Petty Cash Receipt form.