

# PETTY CASH REQUEST

SC

Return completed form to:  
Bursar/Cashier Office  
SS-137 EXT. 36148

Department Name: \_\_\_\_\_ IT Approval (if applicable): \_\_\_\_\_

AMOUNT REQUESTED

Department Head Print: \_\_\_\_\_ Department Head Signature\*: \_\_\_\_\_

\$ \_\_\_\_\_  
May not exceed \$100

Requested by Print: \_\_\_\_\_ Requested by Signature\*\*\*: \_\_\_\_\_

\*By signing I acknowledge this purchase is a reasonable use of public funds and a necessary purchase for department operations.  
\*\*By signing as 'Requested by', I acknowledge and accept personal responsibility for this petty cash and my obligation to fully document its use, and to return any or all of the petty cash, by the date specified below.  
Under Arizona revised statues 323-352, I authorize MCCC and SCC to withhold my wages for past due petty cash, lost cash/receipts and unauthorized purchases relating to the petty cash provided under this form and I waive requirements for demand, protest and notice, and argue to pay reasonable attorney fees in the event this matter is placed in the hands of an attorney for collections.

Description of items and purpose (REQUIRED)

\_\_\_\_\_ Date \_\_\_\_\_ Cashier Initials\*\*\* \_\_\_\_\_ \$ \_\_\_\_\_ Amount Issued \_\_\_\_\_ Amount Breakdown \_\_\_\_\_ DUE BY \_\_\_\_\_

**Purchasing Requirements**  
 \*Petty cash is for small incidental items  
 \*No purchases made prior to petty cash being issued  
 \*Any computer related technology must have IT's approval  
 \*Any registration/admissions to an event will need an original flyer, location, times and amounts  
 \*No furniture, Services, Gift Cards, Cleaning or Office Supplies  
 \*An official function form is needed for food, beverages, and awards  
 \*Any purchases from a fund 250 account must be for student use

**Account Code Combination (Required)**

FUND	UNIT	CHARGE	OBJECT	GRANT	AMOUNT		
GLBU	ACCOUNT	OPER UNIT	FUND	DEPARTMENT	PROJECT	FUNCTION	AMOUNT

**Returning Requirements**  
 \*Petty cash is to be returned by due date  
 \*If shipped, the items must be shipped to SCC  
 \*All items must be received prior to settling the petty cash  
 \*Address or cross streets on receipts  
 \*Receipts must show paid in full and the method of payment  
 \*Receipts need to be itemized  
 \*Each receipt needs to be signed  
 \*Receipts must be dated after petty cash is approved and issued  
 \*Receipts total cannot exceed \$100

\_\_\_\_\_ Date \_\_\_\_\_ Cashier Initials\*\*\* \_\_\_\_\_ \$ \_\_\_\_\_ Amount Returned \_\_\_\_\_ Amount Breakdown \_\_\_\_\_ \$ \_\_\_\_\_ Receipts Total \_\_\_\_\_ Fiscal Approval\*\*\* \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*This person has reviewed the above account(s) and confirmed available funding for this purchase and has gathered all the required documentation.