Converse University
Petty Cash Reimbursement Request

Requestor (Name): _____   Date: _____

Student Organization or Academic Department: _____

Purpose	**Budget #**	**Amount Requested**
_____	_____	_____
_____		
_____		

Cash Advance Received $_____

Total Cash Returned $(_____)

Total Cash Spent $_____

My signature below acknowledges that I have received the cash advance/reimbursement:

_____   _____

Signature   Printed Name

_____   _____

Budget manager or Supervisor's approval (signature)   Printed Name

_____

Associate VP for Student Financial Services Approval   Dr. James W. Kellam

Please note:
1. Appropriate documentation and detail of expenditures must be attached.
2. The *Requestor* must be the person to pick up the cash advance/reimbursement.
3. Receipts *must* contain an itemization of items purchased. Non-itemized receipts will not be reimbursed. Vendors who cannot provide an itemized receipt are not approved vendors of the University.
4. There is a $150 limit to petty cash advance for student organizations.
5. Students may have *no more* than one open cash advance at a time. Multiple cash advances will not be issued.
6. Petty cash may not be used to pay a vendor invoice or payroll expenses.
7. No person may borrow funds from petty cash for personal use, even if the amount borrowed will be reimbursed within the required timeframe.
8. There is a $150 limit to petty cash reimbursements for faculty/staff. The appropriate receipt must be attached with the reimbursement request. Cash advances will not be given to faculty/staff.
9. For student organizations, receipts for petty cash advances *must* be returned within 3 days of receiving the advance. Failure to return receipts will result in the entire advance amount being charged to your student billing account and suspension of petty cash privileges. Multiple cash advances may not be requested for a single purchase or event (see #3 & #4).
10. Purchases in excess of the $150 limit must be requested via a purchase order and/or check request.