

# Stetson University, Inc.

## Finance Office Petty Cash

Name: <i>PRINT</i>		
<b>Budget Supervisor:</b> <i>PRINT</i>		<i>Budget Supervisor Signature</i>

Department	Department Unit #	Telephone #
Email address	@stetson.edu	Supervisor email address @stetson.edu
Business purpose		

<b>Advance:</b> <i>Not to exceed \$50.00</i>	\$ _____ / _____ /20	<i>Signature</i>
<b>Clear Advance:</b> <i>Cash/personal check/Receipts</i>	\$ _____ / _____ /20	<i>Signature</i>
<b>Reimbursement:</b> <i>ORIGINAL Receipts attached</i>	\$ _____ / _____ /20	<i>Signature</i>

Description	Date	Fund	Orgn	Acct	Prgm		Total
							-
<b>Total Receipts</b> →							-

University petty cash may be used for non-recurring miscellaneous purchases of up to \$50. A petty cash reimbursement request form must be completed and signed by the appropriate budget supervisor. This form and the original receipt must be presented to the Accounts Receivable Coordinator in the Finance Office for reimbursement from University petty cash.

An advance from University petty cash is also available using the petty cash reimbursement request form. After the purchase is made using advanced funds, the original receipt and any excess advanced cash must be returned to the Finance Office to clear the advance. **Advanced petty cash funds must be returned within 10 days of initiation.**

The purchaser must make every effort to have sales taxes removed at the time of purchase. Sales taxes will be reimbursed, however, if the vendor does not cooperate in removing the sales taxes from the purchase total.