



STUDENT ORG PETTY CASH DISBURSEMENT

Please submit this form to BURSAR'S OFFICE WINDOW D

Visit <https://bursar.sfsu.edu/contact> for hours of operation

1600 Holloway Avenue, Admin. Bldg. #361, San Francisco, CA 94132

Petty Cash reimbursements cannot exceed \$100 or 90% of the student org fund balance (whichever is less)

Student Organization Name: _____

Student Organization Account #: _____

Name (Please Print)	Date	Phone
Home Address, City, State, Zip Code		

Contact Extension: _____ Email: _____
(@mail.sfsu.edu EMAIL ONLY)

PEOPLESFT CHARTFIELD

Account	Fund	Dept	Program	Class	Project	Amount
660003		9100				
660003		9100				
660003		9100				
					Total	

Description/Purpose: _____

I CERTIFY THAT: The undersigned requestor accepts full responsibility for submitting all supporting documentation (ORIGINAL receipts and other relevant documentation) for the petty cash disbursement by the next business day.

Prepared By: _____ Date: _____
(Signature of Student Organization Treasurer)

I will be picking up the petty cash.

Verified By: _____ Date: _____
(Signature of Student Organization President)

I will be picking up the petty cash.

Ucorp / Bursar Use Only
Student Org Fund Bal: _____
Prepared by: _____
UCorp Entered: _____

Petty Cash Disbursement Form Checklist

- Submit Petty Cash Disbursement Form to **ADM 155, Bursar Window D**
 - Petty cash requested does not exceed \$100 or 90% of organization fund balance
 - Approval signatures obtained by both authorized student org **President AND Treasurer**
 - Only the President or Treasurer is authorized to pick up the funds
 - President or Treasurer must present student ID when picking up the funds

- Petty Cash Disbursement must be returned/closed **by the next business day** after disbursement
 - Must be returned/closed with Petty Cash Itemization Form
 - ORIGINAL RECEIPTS of the items purchased are provided
 - Unused cash must be returned, accompanied by a deposit form