



STUDENT ORG PETTY CASH ITEMIZATION FORM

This form is to be included with the Petty Cash Envelope upon issuance of Petty Cash and must be returned by the student org along with the Petty Cash Envelope and ORIGINAL itemized receipts.

Student Organization Name:	Student Org Fund #:	Contact Name:	SFSU E-mail:	Phone:	Date:
Date of Expense	Account #	Department	Description of Expense	Amount	
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
	660003	9100			
				<b>TOTAL:</b>	

Description of Business Purpose:

**Bursar Use ONLY:**

Date Received:	Petty Cash Advance #:	Additional Information:

## **Petty Cash Itemization Form Checklist**

- Submit Petty Cash Itemization Form to **ADM 155, Bursar Window D**
  - Each receipt is recorded separately into its own line with description and amount
  - ORIGINAL RECEIPTS of the items purchased must be provided
  - Itemized receipts and the unused funds add up to the original advance amount