



Request for Petty Cash

2017-2018

Date: _____

Name of Club _____

Amount Requested: \$ _____ (Maximum \$75.00)

From which account? (circle one): BUDGET / TRUST

Please provide a brief outline of the intended use fo the requested funds:

SIGNING OFFICERS:

(Two signatures are required for each withdrawal)

Name _____ Position _____ Email _____

Signature _____

Name _____ Position _____ Email _____

Signature _____

All expenditures are subject to the club policy and the current club account balances. Expenses from the clubs budget account must be included in the original club budget. Cheques will be processed in the most efficient manner possible, however, as all cheques are processed off campus please allow up to two weeks for transactions to be completed.

FOR OFFICE USE ONLY

Date of request _____ Date of issue _____

Amount issued \$ _____ / _____

Authorizing signature Authorizing signature

Balance remaining: BUDGET ACCOUNT \$ _____

TRUST ACCOUNT \$ _____