

PETTY CASH DISBURSEMENT

Auxiliary Accounting

5500 University Parkway. San Bernardino, CA 92407
Main (909) 537-7213 Fax (909) 537-7175

ASI PHL SUN UEC

(Petty Cash reimbursements cannot exceed \$50 dollars, per vendor, per day)

Bursar Office is located in Sierra Hall - SH 102 - (909) 537-5157

Petty Cash that is not picked up from the Bursar's window within 14 days will be forwarded to Accounts Payable for check processing.

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

Extension for Pickup: _____ **Email:** _____

PEOPLESOFT CHARTFIELD

Account	Fund	Dept	Program	Class	Project	Amount
Total						

Mission:

Check off the appropriate mission or annotate if not already on the form how the proposed expenditure will benefit the educational mission of CSUSB. Please provide a complete description of the item(s) purchased or service(s) provided. (Required on all requests). ***If food is being reimbursed please attach a meeting agenda, attendee roster, and the description of how the meeting fits in with the goals and objectives of the project.***

- | | | |
|---|---|---|
| <input type="checkbox"/> Student Support | <input type="checkbox"/> Educational Program | <input type="checkbox"/> Sponsored Program Activities |
| <input type="checkbox"/> Capital Campaign | <input type="checkbox"/> Technology Development | <input type="checkbox"/> Faculty/Staff Development |
| <input type="checkbox"/> Cultural Activity | <input type="checkbox"/> Partnership Building | <input type="checkbox"/> Cultivate Donors (Provide attendees) |
| <input type="checkbox"/> Other (Please Specify) _____ | | |

Description/Purpose: _____

Received By: _____ **Date:** _____
(Signature of person picking up funds)

I CERTIFY THAT: this expenditure is for the primary objective and goal of aiding and supplementing the instructional and service activities of CSUSB.

ACCOUNT AUTHORIZED SIGNATURE APPROVAL: _____

Auxiliary Accounting Approval is required before cash can be disbursed.

Foundation Use Only
Vendor Number: _____
Voucher Number: _____
ACCTG Approval _____

PETTY CASH DISBURSEMENT

Petty Cash Funds are established for the primary purpose of allowing purchases of small amounts to be made with a minimum of inconvenience. The purpose of these purchases is for Foundation business related items. The Petty Cash Fund is not to be used to circumvent the regular purchasing process.

The Accounts Payable turnaround timeframe is 10 business days, upon receiving the completed forms and the appropriate back-up documentations.

Petty Cash can be used to reimburse for Hospitality expenses as long as the following are included in the backup. Failure to submit the required backup will result in Petty Cash Form being returned to department. ICSUAM Policy number 1301.00 will be followed on Hospitality expenses.

Additional Info: <http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml>

List of attendees
Date of Event
Location of Event
Title of Event
Names of Official Guests/Business Affiliations

1. Petty Cash Reimbursement cannot exceed \$50 dollars, per vendor, per day. All Petty Cash must be picked up at the Bursar's window in Sierra Hall, Room 102 - (909) 537-5157
2. Please select business unit that activity has occurred in.

ASI	Associated Students, Inc.
PHL	Philanthropic Foundation
SUN	San Manuel Student Union
UEC	University Enterprises Corporation at CSUSB
3. Personal Information
Date - The date you are filling out the request
Phone - Home phone number of Claimant
Home Address - Home address of Claimant
4. Extension and email address for pickup once Petty Cash has been approved and forwarded to Bursar's window.
5. Peoplesoft Chartfield
Enter the account, fund, dept., project, and amount.
6. Mission- Check off appropriate mission on how the proposed expenditure will benefit the educational mission of CSUSB.
7. Description/Purpose- Provide a complete description of the item(s) purchased or service(s) provided.
8. Certification
If you are receiving reimbursement from more than one source, you must provide information concerning that source to prevent duplication payment/reimbursement.
9. Prepared By
Person preparing the Disbursement Authorization Form
10. Approved By
An authorized signer on the account must approve and date the Petty Cash Form

Submit the request to Auxiliary Accounts Payable Office

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