



BUSINESS OFFICE
(585) 385-8055

PETTY CASH REQUEST FORM

PAYEE NAME _____
 ADDRESS _____
 CITY, STATE, ZIP _____
 PHONE NUMBER _____

DATE _____
 BANNER FOAP _____
 REQUESTED PAYMENT DATE _____

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		TOTAL →	

REQUESTOR NAME _____
 Print

APPROVER NAME _____
 Print

APPROVER SIGNATURE _____
 Date

INSTRUCTIONS

Please print legibly and complete the entire form. "On File" is not an acceptable response, even if the payee has been used in the past.

PAYEE NAME, ADDRESS, CITY, STATE, ZIP and PHONE NUMBER:

- The payee name, complete mailing address and telephone number **are ALL required**.
- The person's legal name must be provided with middle initial, i.e. William E. Smith (not Bill Smith).

DATE:

- Date of the request.

BANNER FOAP:

- Provide complete FOAP (Fund, Org, Account, and Program) to be charged for the total amount listed above. If more than one FOAP is appropriate, then individually list each complete FOAP and the amount to be charged.

REQUESTED PAYMENT DATE:

- Date by which petty cash is needed.

QUANTITY, DESCRIPTION, UNIT PRICE, and TOTAL PRICE:

- For each item provide quantity, a complete description and the unit price.
- Complete and attach all documentation necessary to support payment for the items listed. Receipts clearly indicating the purchase **must** be provided.
- These funds may not be used to pay **New York State Tax**. Contact the Business Office for a copy of the College's Tax Exempt Certificate. Any tax paid with these funds will be collected from the payee in a manner consistent with the College's policy.
- Any unused funds **MUST BE RETURNED TO THE STUDENT ACCOUNTS OFFICE WITHIN 25 DAYS** and deposited back in to the account that the funds were taken from.

REQUESTOR NAME:

- Person completing the form and requesting the petty cash for the Payee.

APPROVER NAME, SIGNATURE, and DATE:

- The Budget Manager (person responsible for each FOAP) must print their name, sign, and date the form indicating their approval of this payment. An individual cannot request **and** approve petty cash for personal reimbursement. Therefore, a payment to a Budget Manager requires their Supervisor's approval. The Payee **and** the Approver cannot be the same person.