

SAN FRANCISCO STATE UNIVERSITY

1600 HOLLOWAY AVENUE, SAN FRANCISCO, CALIFORNIA 94132

PETTY CASH REIMBURSEMENT REQUEST

(Available 8:30am to 2pm at ADM 155; 9am to 2pm at SSB 103)

<u>SCHOOL/DEPARTMENT</u>	<u>REFERENCE#</u>	<u>\$</u> <u>AMOUNT</u>			
CHART.FIELD INFORMATION					
<u>ACCOUNT</u>	<u>FUND</u>	<u>DEPT ID</u>	<u>PROGRAM</u>	<u>CLASS</u>	<u>PROJECT</u>
_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _
<p>ACKNOWLEDGEMENT: I have read the back of this form and fully understand that the Bursar's Office may refuse to honor this request if the item/service purchased does not meet purchasing requirements, or if there is insufficient cash available in the petty cash fund. I further understand that I will be charged for the purchase if it is found to be invalid after reimbursement.</p>					
<u>NAME OF REQUESTOR</u>	<u>SIGNATURE OF REQUESTOR</u>	<u>DATE</u>			
<p>AUTHORIZATION: I certify that this is a valid University expenditure and that funds are available in the department's account to cover this purchase.</p>					
<u>NAME OF DEAN/DEPARTMENT HEAD OR PRINCIPAL INVESTIGATOR</u>	<u>SIGNATURE OF DEAN/DEPARTMENT HEAD OR PRINCIPAL INVESTIGATOR</u>	<u>DATE</u>			

ITEM(S) PURCHASED

TRUST FUNDS OR ORPS CERTIFICATION	
I certify that funds are available to cover this expenditure.	
<u>TRUST FUND ACCOUNTANT OR GRANT ADMINISTRATOR</u>	<u>DATE</u>

SIGN HERE FOR CASH RECEIVED	
<u>NAME</u>	<u>CAMPUS EXT</u>
<u>TITLE</u>	
<u>SIGNATURE</u>	<u>DATE</u>

JUSTIFICATION FOR PURCHASE/S:

CASHIER VALIDATION	

Petty Cash

Window Service available daily from 8:30 a.m. – 5:00 p.m. for Petty Cash transactions

- Individual Purchases
- Purchases from State Appropriated Funds

Individual Purchases

Individual purchases must not exceed \$100 (exclusive of sales tax) per purchase of service (*State Administrative Manual Chapter 8100, Section 8112*). The total for a Petty Cash Reimbursement form must not exceed \$200 per department or project per week.

If petty cash is being charged to a **trust account**, the availability of funds must be certified and the form signed by a Trust Fund Accountant before the Bursar's staff will honor the request.

If petty cash is being charged to an **ORSP Dept. (Dept 3080 or 3138) and Fund SG001**, then the form must be approved by the ORSP (Grant Administrator) before the Bursar's staff will honor the request.

The following must be submitted with your Petty Cash Reimbursement form:

- Original receipt/s including the date of purchase and vendor name. If the vendor name is not printed on the receipt, then the vendor must provide their phone number and signature on the receipt.
- Electronic receipts must have an Electronic Receipt stamp with the signature of the requestor and the approver.
- If receipt for purchase is more than 3 months old, requestor must have receipt authorized (initialed) for reimbursement by:
 - Dept 2000-2999: President's Office ADM 562
 - Dept 3000-3999: University Provost, ADM 455
 - Dept 4000-4999: VP/Dean of Students, SSB 403
 - Dept 5000-5999: VP University Advancement, ADM 151
 - Dept 6000-6999: VP/CFO Admin & Finance, ADM 354
- Items such as food items, party supplies, etc. that are purchased for hospitality reasons must have a Hospitality form approved by Accounts Payable. For questions, please contact **Fiscal Affairs - Accounts Payable Department, extension 82604 or 82629**.
- The department head's signature on the receipt (the person approving the Petty Cash Reimbursement Request form cannot also be the requestor).
- Each receipt item must be individually listed on the petty cash form.
- An explanation justifying the relevance of each purchased item to the functions of the department.
- Receipts for the purchase of the same items on the same day from the same vendor may not be reimbursed in the same week.
- Signature indicating receipt of the supplies or services
- If someone else is picking up the reimbursement money instead of the requestor, a memo authorizing that person to pick up the reimbursement money is needed from the requestor.