

PETTY CASH REQUEST FORM

UNDERGRADUATE STUDENT LIFE

Instructions: The person receiving the petty cash must complete this form and receive approval from their group adviser or Unit Lead, and requests **MUST** be submitted at least 3 business days before the event/program. Earlier requests are preferred as cash may not be on hand. **Note:** The maximum cash allowed per student group or administrative unit per event/program is up to \$50.

Name of Student Group or Unit: _____ Bag Number Assigned: _____

Name of Event/Program: _____ Amount Requested: \$ _____

Date of Event/Program: _____

BUS UNIT	DEPT.	PC BUS UNIT	PROJECT	ACTIVITY	INITIATIVE	SEGMENT
		GENRL		01		

By signing below, I understand that I, the student group/unit representative, am responsible for the cash bag in my possession and must return it in full to the Administration & Planning Petty Cash Custodian **within 1 business day of my event/program end date** or alternate date determined by Administration and Planning. I also understand that failure to return the cash bag with the authorized amount within the requested timeline may result in the charge of the total cash bag amount to the above chartstring.

Student/Staff Name: _____ UNI: _____ Signature: _____

Group Adviser/Unit Lead Name: _____ UNI: _____ Signature: _____

Return this signed form to USL Administration & Planning.

Administration and Planning | Undergraduate Student Life
510 Lerner Hall, MC 2601, 2920 Broadway, New York, NY 10027 | USLadmin@columbia.edu



Admin & Planning Use Only:

JIRA Ticket: _____

Pick-up Date: _____

Return Date: _____

Petty Cash Custodian: _____

Signature: _____