



PETTY CASH VOUCHER

SAC SPC PAC NVC NLC DIST
 General Agency withdrawal Change Order (Max \$250.00)

DATE: _____ Amount \$: _____ Date Funds are Needed: _____

Expense FOAP*	Fund	Org	Acct	Prog

*Questions should be directed to the Campus Budget office.

Department Name: _____ Phone number: _____

Explanation/purpose: _____

Administrator/Budget Manager Signature _____ Administrator/Budget Manager Printed Name _____

Recipient's Signature _____ Recipient's Printed Name _____
 Sign in person, Alamo College ID required

Business Office use only: Issued amount \$: _____ Issued Date: _____

Document: _____ Processed by: _____

The form is required for all Petty Cash requests. The completed form and the supporting documentation should be submitted to the Business Office. **Hours for Disbursement of funds** Monday and Thursday 9:00 A.M. – 11:00 A.M., 2:00 P.M.- 4:00 P.M.

Instruction:

- **General**
 - The original receipt, one receipt per voucher.
 - \$100.00 limit per day, taxes are not reimbursable.
 - No receipt over 30 days old. Receipts 31 days and older need to be processed as Direct Pay by the Department.
 - All refreshments or food must have a refreshment form.
- **Change Order (Max \$250.00)**
 - Funds cannot be obtained past the indicated "Date Funds are Needed" date.
 - The maximum amount requested cannot be more than \$500.00 (Five hundred dollars) within 2 weeks.
 - Requests for more than \$250.00 need to be processed Direct Pay by the Department.
- **Agency Withdrawal**
 - Adhere to all the rules on the Student Life Non-Travel Petty Cash Request Form, appropriate to each campus.