PETTY CASH VOUCHER

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

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.