



ALAMO  
COLLEGES

PALO ALTO COLLEGE

**Business Office  
AGENCY ACCOUNT  
Non-Travel Petty Cash Request**

Account Name: \_\_\_\_\_ Account #: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Funds Needed\*: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

It is acknowledged that a Payment Request for reimbursement must be submitted to the Business Office no later than three (3) business days after the receipt of petty cash. Receipts for purchases must be submitted to account for all funds expended and must include deposit receipts if funds remained. Requested funds cannot exceed \$500.00 (five hundred) per-day. For additional amount needed, there is a 2 weeks waiting period per-request. **FUNDS RECEIVED MAY NOT BE USED FOR THE PURCHASE OF ALCOHOLIC BEVERAGES, FIREARMS, OR FOR WHAT WOULD GENERALLY BE CONSIDERED ILLEGAL PURPOSED.** *Failure to meet the three (3) days deadline will preclude fund-raisers and further receipt of petty cash.*

Printed name and signature – Club/Organization Officer: \_\_\_\_\_

Printed name and signature –Club/Organization Advisor: \_\_\_\_\_

Signature of Director, Student Leadership Activities or Designee: \_\_\_\_\_

**Receipt of funds,**

Date: \_\_\_\_\_

Printed name and signature: \_\_\_\_\_

\* Funds cannot be obtained past the indicated “Date Funds are Needed” date.

Maximum amount requested cannot be more than \$500.00 (Five hundred dollars) within a 2 weeks period.

**Request for more than \$250.00 (Two hundred fifty dollars) a 2-3 days notice is required prior to funds needed for proper funding cycle.**

Request for more than \$500.00 (Five hundred dollars) need to be processed as direct pay by Student Life Office.

**Business Office hours of operation**

Monday and Thursday 8:00A.M. – 7:00 P.M. \* Tuesday, Wednesday and Friday 8:00A.M. – 5:00 P.M.