Petty Cash Form

BUSINESS UNIT: BKASI-CSUB Associated Students

PC #: 76421

DATE: 4/4/18

PURCHASED FROM: STORE/WEBSITE

<table>
<thead>
<tr>
<th>DEPARTMENT NAME:</th>
<th>Department:</th>
<th>Account:</th>
<th>Program:</th>
<th>Project:</th>
<th>Class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Involvement</td>
<td>D23210</td>
<td>XXXXXX</td>
<td>MAXXXX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ITEMS BOUGHT</td>
<td>9.95</td>
<td>9.95</td>
</tr>
</tbody>
</table>

Reason for purchase: PURPOSE

Reason for purchase:

Reason for purchase:

Reason for purchase:

Reason for purchase:

REQUESTOR

PRINT NAME HERE: YOUR NAME

EMPLOYEE SIGNATURE:

I hereby certify that the above goods and/or services were received by and necessary for use of the State of California and that quantity and quality are as indicated.

SUB TOTAL

AUTHORIZER

PRINT NAME HERE: ADVISOR'S NAME

APPROVED SIGNATURE:

PAID BY REVOLVING FUND

CHECK #: RECEIPT OF THE TOTAL AMOUNT SHOWN HEREIN IS HEREBY ACKNOWLEDGED

SALES TAX

TOTAL

NOTE: Make sure values on form are correct as VALUES ARE CLEARED BEFORE PRINTING AND FORM IS REFRESHED!

Print Form

Note:
1. You can list multiple receipts in one Petty Cash Form
2. Amount must be 250.00 and under.
3. Form must have advisors signature.
4. Make sure you list the tax separately,
5. You do not need to list item per item, list a summary of items per box.
6. Will NOT be authorized if club does not have sufficient funds in club account.
7. Make sure to refresh the page every time a new form is completed. Two forms with the same number will NOT be approved.