

# PETTY CASH/BOX REQUEST FORM

**Harrisburg Campus Welcome Center**

Please read the instructions on the reverse side of the form.

Name of Organization:  *Please Print*

Name of Club Advisor/HACC Employee:  *Please Print*

Signature of Advisor/HACC Employee:

Employee/Advisor Extension:  Date funds requested:

\*Note: Signature of responsible party **must** be a full-time HACC employee/Club Advisor.

<b>Please choose one of the following:</b>	<b>Funds and/or cash box will be picked up by:</b>
<input type="checkbox"/> I need to borrow a cashbox <i>only</i> . <input type="checkbox"/> I need to borrow petty cash <i>only</i> . <input type="checkbox"/> I need to borrow both petty cash and a cashbox.	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;"><i>Print Name of Employee or Student</i></div> on: <input style="width: 15%; border: none; border-bottom: 1px solid black;" type="text"/> <i>Date</i> at: <input style="width: 15%; border: none; border-bottom: 1px solid black;" type="text"/> <i>Time</i>
Picked up by: <input style="width: 60%; border: none; border-bottom: 1px solid black;" type="text"/> <i>Signature</i>	Date: <input style="width: 15%; border: none; border-bottom: 1px solid black;" type="text"/> Staff Initials: <input style="width: 15%; border: none; border-bottom: 1px solid black;" type="text"/>

Funds will be returned to the Welcome Center **before 3:00pm** on:  *Date*

**Please indicate the type and quantity of denominations needed.**

Amount Requested:	Qty	Currency	Total	Welcome Center Staff Use Only
<b>IMPORTANT!</b>  Please remember to keep the petty cash funds separate when returning your funds to be deposited!	x	\$20.00	=	Cash Box Number:
	x	\$10.00	=	Staff Initials:
	x	\$ 5.00	=	
	x	\$ 1.00	=	Date box returned:
	x	.25	=	Date funds returned:
	x	.10	=	Staff Initials:
	x	.05	=	
	x	.01	=	
<b>Total petty cash funds requested:</b>				

**Individual making deposit must complete deposit information below.**

Deposit Information:	Qty	Currency	Total	Name of individual returning funds:
	x	\$20.00	=	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;"><i>Name</i></div> <b>Print name</b>  <div style="border: 1px solid black; padding: 5px; text-align: center;"><i>Signature</i></div> <b>Signature</b>
	x	\$10.00	=	
	x	\$ 5.00	=	
	x	\$ 1.00	=	
	x	.25	=	
	x	.10	=	
	x	.05	=	
	x	.01	=	
<b>Total:</b>				
Less Petty Cash Funds: -				
Total amount to be deposited:				

<b>Welcome Center Staff Use Only</b>		
Transaction Number:	<input style="width: 95%; border: none; border-bottom: 1px solid black;" type="text"/>	<input style="width: 95%; border: none; border-bottom: 1px solid black;" type="text"/>

<b>Deposit To Account</b>	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; text-align: center;">A</td> <td style="width: 20px; text-align: center;">F</td> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">1</td> </tr> </table>	A	F	1	0	0	1	-	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> </table>							-	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> <td style="width: 20px; height: 15px;"></td> </tr> </table>							-	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 20px; text-align: center;">1</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">2</td> </tr> </table>	1	5	2
A	F	1	0	0	1																							
1	5	2																										
	Fund		Org		Account		Program																					

**Requesting Petty Cash Funds:**

1. To ensure the availability of funds, all requests should be submitted a minimum of 3 days prior to the date funds are needed.
2. The Club Advisor/full-time HACC Employee complete and sign the form authorizing the request for Petty Cash Funds. Please print your name clearly and provide your office extension.
3. Indicate whether you will need a cash box only, funds only, or both cash box and funds.
4. Please indicate the name of the individual who will pick up the funds.
5. Please indicate the quantity and type of denominations needed.

**When returning funds for deposit:**

1. Please complete the Deposit Information section to be returned with the deposit.
2. Please provide the Account Number information to ensure the funds are deposited to the correct account.
3. Remember to keep Petty Cash Funds (starting cash) separate from your deposit.
4. The individual delivering the deposit to the Welcome Center must sign the form.
5. The Welcome Center Staff will sign the form that the funds were received.
6. Confirmation of deposit will be sent to the advisor after the deposit has been processed.

**Please note: Depending on the student traffic in the Welcome Center, deposits may not be processed at the time the funds are submitted to the Welcome Center Staff.**