

VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY  
OFFICE OF THE UNIVERSITY BURSAR  
150 STUDENT SERVICES BLDG (0143)  
PETTY CASH REQUEST

(Rev 01/11)

- Mail check
- Pickup check

Fund Custodian Name: \_\_\_\_\_ Tech ID #: \_\_\_\_\_

Check one:  Faculty  Staff  Graduate Student Department Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Office Address: \_\_\_\_\_ Email Address: \_\_\_\_\_ Amount Requested: \* \_\_\_\_\_

Purpose of the fund: \_\_\_\_\_

If this request is for a change fund, has a funds handling plan been submitted and approved by the Bursar's office?  Yes  No If yes, proceed completing this form. If no, please submit your plan ([http://www.bursar.vt.edu/forms/funds\\_handling/02\\_Funds\\_Handling\\_Plan\\_2004.doc](http://www.bursar.vt.edu/forms/funds_handling/02_Funds_Handling_Plan_2004.doc)) for approval to the address above prior to requesting the change fund.

For disbursement funds: participant amount \_\_\_\_\_ x approx number of participants \_\_\_\_\_ x approx number of weeks \_\_\_\_\_ \*(requests should be for the lesser amount of expected payments for 120 days or \$2,000). If the amount is \$2,000 or more, a checking account is required. Contact Janet Moran ([jamoran@vt.edu](mailto:jamoran@vt.edu)) to establish a checking account for your project.

Plan to safeguard the funds: \_\_\_\_\_ \*If amount requested exceeds \$500, the Funds Handling Guidelines and Procedures (<http://www.bursar.vt.edu>) require the funds be kept in a departmental locked safe.

Banner Fund #: \_\_\_\_\_ Org #: \_\_\_\_\_ Disbursement Location: \_\_\_\_\_

Time period the funds will be used: Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Names of persons using the fund: \_\_\_\_\_

**In making this petty cash request I understand and agree to the following:**

- This petty cash fund will be recorded in an account in my name with the Bursar's Office.
- I am responsible for full compliance with all University policy and procedures relating to petty cash. See Petty Cash Change and Disbursement Procedures and the Funds Handling Guidelines and Procedures at <http://www.bursar.vt.edu>.
- For disbursement petty cash funds, it is my responsibility to complete the petty cash reimbursement request every 120 days in order to reimburse the petty cash fund promptly and in full by the due date.
- I authorize this disbursement fund amount to be deducted in full from my paycheck should repayment not be made within 60 days of the due date indicated on the statement sent from the Bursar's Office.
- If this disbursement fund is not reimbursed prior to my leaving employment with Virginia Tech, I agree to have the amount of the funds withheld from my final paycheck or leave check.
- If my account becomes delinquent and is turned over to a collection agency, I agree to pay collection costs, attorney's fees, and court costs associated with the collection of the fund.
- If I am no longer affiliated with the University as a graduate student, faculty, or staff member, I will return the fund to the university immediately.
- Any fund amount deducted from my paycheck could result in forfeiture of my privilege to use petty cash funds in the future.

Custodian Signature \_\_\_\_\_ Date: \_\_\_\_\_

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Dept Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver's Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Return completed form to address above. Please allow 7 – 10 days for your request to be processed.**

\*\*\*\*\*OFFICE OF THE UNIVERSITY BURSAR\*\*\*\*\*

Outstanding Balance: \_\_\_\_\_ Due Date: \_\_\_\_\_ Past Due Amount: \_\_\_\_\_

Effective Date: \_\_\_\_\_ Term Code: \_\_\_\_\_ Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Fund: 655155 Acct: \_\_\_\_\_ Detail Code: \_\_\_\_\_ (SOV1 for Acct # 6223 or PCC1for Acct # 6222)

University Bursar Approval \_\_\_\_\_ Date: \_\_\_\_\_

OSP Approval by \_\_\_\_\_ Grant/Fund \_\_\_\_\_ Date \_\_\_\_\_ IRB \_\_\_\_\_ Budget \_\_\_\_\_

\*\*\*\*\*ACCOUNTS PAYABLE\*\*\*\*\*

Pymt Category	Voucher	Date Due	Amount	Manual check #	Check Date	Reviewer
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