

Petty Cash Advance Request Guidelines for Form SS04

Purpose of Form

Request cash advance to be paid on behalf of your organization, club and/or department.

Where to Deliver

Forms must be delivered to SUSSI Fiscal Office, CUB 204. Business hours are Monday – Friday, 8 am to 4 pm.

Information Requirements:

Section 1: To be completed prior to picking up funds

Organization Name

Who the cash advance is being made on behalf of.

Organization Number

Number associated with your Organization Name, if you are unsure of your number, it can be found next to the name of your group on SHIP Link/Campus Groups.

Date

Date the form was completed.

Description of Expense

Provide as much detail as possible about the advancement you are requesting.

Name of event

Name of event in which purchased items will be utilized.

Date of event

Date of event in which purchased items will be utilized.

Event published on Campus Groups

For Fiscal Office use, will be determined by staff member if for a programming event.

Total Amount Received

Amount dispersed by Fiscal Office staff to payment recipient.

Signatures

A Student Group Officer (President, Treasurer, etc.) and Advisor must sign the expenditure request form. If the expenditure is for a club sport, a signature is required from the Director of Recreation. All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.

Section 2: To be completed upon return of funds

Must be accompanied by receipts and proof of advertising (if used for programming event).

Date(s) of Funds Use

Dates funds were used to make purchases.

Items

List of items purchased.

Account Number

Number of the account you are charging the expense to (i.e. 1-5125, 1-63002, 1-6099). Refer to Appendix 01 for the complete list.

Total Expenditure

Combined total of all purchases made with the cash advance.

Amount Received

Amount that was received initially. Same as "Total Amount Received" in Section 1.

Balance Returned

Any remaining balance of the cash advance returned to the Fiscal Office.

Balance Due

Amount that will be deducted from the organization's budget.

Signatures

A Student Group Officer (President, Treasurer, etc.) and Advisor must sign the expenditure request form. If the expenditure is for a club sport, a signature is required from the Director of Recreation. All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.

****IMPORTANT****

All information on the request form and supporting documentation must be complete at the time of delivery. Incomplete information may cause delay in the payment process at the expense of the organization to whom payment is being made on behalf of. Also, please keep in mind that Sussi is exempt from sales tax. Pennsylvania exemption certificates are available at the Sussi Fiscal Office upon request.

Petty Cash Rules & Procedures

- Petty cash advances and reimbursements are limited to \$100.
- All programming events must be listed on Campus Groups (as this will upload the event to the Shippensburg University Master Calendar).
- Outstanding petty cash receipts must be submitted within 14 business days of issue. Failure to submit paperwork will result in a 2% penalty charge per week to the organization's operating budget. On the 15th business day after issue, the operating budget account will be frozen until petty cash and required documents are submitted.
- Upon the return of funds, the completed expenditure request form must be accompanied by a copy of event advertising. This may include a physical flyer, screenshot of social media post, etc.
- Approving signatures may not be typed. Electronic signatures must be digitally certified via Adobe.



Shippensburg University Student Services, Inc.

Fiscal Office | CUB 204
 1871 Old Main Drive
 Shippensburg, PA 17257-2299
 Telephone: (717) 477-1730 Fax: (717) 477-1636 Email: ssinc@ship.edu
 Business Hours: Monday – Friday, 8 am – 4 pm

Petty Cash Advance Request Form

Section 1: TO BE COMPLETED PRIOR TO PICKING UP FUNDS

Organization: _____ Organization No.: _____ Date: _____

Description of expense: _____

Name of event: _____ Date of event: _____

Event published on Campus Groups: **YES** or **NO**

Total amount received: _____ Due Date: _____

 Name of Payment Recipient Payment Recipient Signature Date

 Student Group Officer Name & Email Address *Student Group Officer Signature Date

 Advisor Name & Email Address *Advisor Signature Date

 Fiscal Office Signature Date Recreation/Wellness (Club Sports Only) Date

Section 2: TO BE COMPLETED UPON RETURN OF FUNDS

Expense Breakdown: _____ Date(s) of Funds Use: _____

Item(s)	Account Number	Amount
_____	1-_____	\$ _____
_____	1-_____	\$ _____
_____	1-_____	\$ _____

If funds were used for programming, proof of advertisement is required. (Ex. physical flyer, screenshot of social media post, etc.)

Total Expenditure:	\$ _____
Amount Received:	\$ _____
Balance Returned:	\$ _____
Balance Due:	\$ _____

 Student Group Officer Name & Email Address *Student Group Officer Signature Date

 Advisor Name & Email Address *Advisor Signature Date

 Fiscal Office Signature Date Dept. of Recreation (Club Sports Only) Date

All signatures are required. Signatures may not be typed. Electronic signatures must be digitally certified via Adobe.