

## Petty Cash Reimbursement Guidelines for Form SS07

### 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.

### Event published on Campus Groups

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

### Reimbursement Amount

Cash reimbursement given to 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.

### **\*\*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).
- Approving signatures may not be typed. Electronic signatures must be digitally certified via Adobe.



## Shippensburg University Student Services, Inc.

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 Business Hours: Monday – Friday, 8 am – 4 pm

### Petty Cash Reimbursement Form

Organization Name: \_\_\_\_\_ Organization Number: \_\_\_\_\_ Date: \_\_\_\_\_

Is this expense for a specific event? **YES** or **NO**      If **YES**, is the event published on Campus Groups? **YES** or **NO**

**Expense Breakdown:**

Date(s) of Funds Use: \_\_\_\_\_

**Item(s)**

**Account Number**

	1-_____	\$ _____
	1-_____	\$ _____
	1-_____	\$ _____
	1-_____	\$ _____
	1-_____	\$ _____

**Total Expenditure:** \$ \_\_\_\_\_

**Reimbursement Amount:** \$ \_\_\_\_\_

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

\_\_\_\_\_  
 Payment Recipient Name & Email Address      Signature      Date

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

\_\_\_\_\_  
 Advisor Name & Email Address      \*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.\*\***