



ALAMO
COLLEGES

SAN ANTONIO COLLEGE
Business Office

AGENCY ACCOUNT
Non-Travel Petty Cash Request

Account Name : _____ Account #: _____

Amount Requested : _____ Date Funds Needed*: _____

Purpose of Request : _____

It is acknowledged that a Payment Request for reimbursement must be submitted to the Business Office no later than ten (10) days after the receipt of petty cash. Receipts for purchases must be submitted to account for all funds expended and must include deposit receipts if funds remained. **FUNDS RECEIVED MAY NOT BE USED FOR THE PURCHASE OF ALCOHOLIC BEVERAGES, FIREARMS, OR FOR WHAT WOULD GENERALLY BE CONSIDERED ILLEGAL PURPOSED.**

Failure to meet the ten (10) days deadline will preclude fund-raisers and further receipt of petty cash.

Printed name and signature – Club/Organization Officer : _____

Printed name and signature – Club/Organization Advisor : _____

Signature of Director, Student Life or Designee : _____

Receipt of funds,

Date : _____

Printed name and signature : _____

* Funds can not be obtained past the indicate “Date Funds are Needed” date.
Maximum amount requested can not be more than \$1,000.00 (One thousand dollars) within 2 weeks period.