

Cash Request Form (Multi-part form)

Form is available: Research and Sponsored Programs Office – 25 Main Room 103
Foundation Administration Office – 25 Main Room 203

CASH REQUEST FORM

RPC _____
UPC _____

CSU, Chico Research Foundation ← Check the type of funds being used
University Foundation _____

Daily limit is \$200.00

All spaces below must be fully completed.
Original receipts/documentation supporting this request must be attached.

Enter Payee and date

Payee: John Q Public Date: 7/15/07

Received Cash: _____
Signature (no initials) Date: _____

Complete For Date, Time & Location
Food/Hospitality Expenses: 7/2/07 8-noon—Meriam Library

Business Purpose & Benefit to Foundation/University
Half-day staff meeting to discuss fines for overdue books

Attendees
(If fewer than 10 individuals please list by name otherwise enter the number of attendees)
Approx . 20 Attended

Enter date, time, location, purpose and attendees (for less than 10 provide a list of names)

Project #	Object #	Amount	Nature of Request :
78787	8180	120.00	Reimburse Petty Cash for refreshments
			(see attached original receipt) ←
Total Requested		120.00	

Enter the nature of the request with as much detail as possible.

For advances include date of travel or event

Enter the project and object codes to be charged and the amount

Enter column total

By signing below, I certify that all items attached are for official business, are allowable and allocable to the specific projects listed.

 Signature(s) of Authorized Account Representative(s)

 Signature of Foundation Representative

Campus Zip: 870 Contact Name & Phone: 5700 Mary

Retain **GOLD** copy for your records. The **GREEN** copy will be mailed to you after processing with a petty cash (RPC/UPC#) number in the upper right hand corner. Please refer to this number when questions arise regarding a Cash Request Form or in clearing an advance. All other copies are for the Foundations' files.

Enter zip so that the green copy of the cash request can be returned, phone number and name of person to contact if there are questions regarding paperwork

Complete request form, attach required backup documents and submit to appropriate Foundation Office
Research and Sponsored Programs, 25 Main Room 103(Zip 870) or
Foundation Administration, 25 Main Room 203(Zip 246)