



STUDENT CLUB PETTY CASH, PETTY CASH CARD & PERSONAL FUNDS REIMBURSEMENT INSTRUCTIONS



The accounting side of any student club is a very important one and it's the treasurer's responsibility for tracking all the finances and for balancing the budget of their respective club. To do so, they'll need keep an accurate record of all club expenses and then follow these simple guidelines for submitting receipts. Again, the club treasurer is financially responsible for their club's budget and they must understand and observe the following guidelines.

Here is the breakdown of what will be needed for using petty cash, a petty cash card or personal funds for a reimbursement:

Students may request petty cash or cash card with at least (1) week notice to the Assistant Dean of Students.

- When using club funds: petty cash, petty cash cards or personal funds students may **NOT** purchase the following:
 - any personal (non-club related and/or required) items or alcohol.
- Students **MUST** make sure that they store all petty cash, pre-paid cash cards and receipts in a secure location.
 - All receipts will be needed, so treat them as if they were cash.
- Students **MUST** make sure that they stay within their approved funding; according to what is reflected in their club's minutes. Each student is responsible for keep a running tally of all their purchases and expenses.
 - If a student goes over the approved funding, they may be financially responsible for expenses that exceeded their approved funding.
- When using club funds at a restaurant or any type of eatery for a meal, students **MUST**:
 - be sure to get the itemized receipt (the one listing all items ordered).
 - be sure to write in any tip or gratuity, add it to the total amount, then write the new total amount with tip included.
 - added tips or gratuity must **not** exceed 20% of the original bill.
 - be sure to **check** the receipt and make sure the group wasn't already charged a gratuity **before** leaving a tip.
 - **not** purchase alcohol, regardless of the age of the participants.
 - be sure to have an accurate account of all participants who ate at that meal, their first and last names are needed when you submit your receipts.
- Students are responsible for balancing each petty cash or petty cash card expenses for the funding they were approved for by their club. Students must return all remaining petty cash and petty cash cards with (72-hours) of the expense and must turn in all the receipts and necessary forms within (2) weeks of the expense and in the established format.
 - Students are financially responsible for any petty cash and/or petty cash cards not returned and receipts not submitted.
 - All the remaining petty cash and/or amount used on petty cash cards + combined total of receipts should = the approved funding.

HOW TO SUBMIT RECIEPTS

All club funds spent (except for transfers to another Pitzer club, organization or department) must be tracked using the Pitzer Student Club Receipt Sheet. Please follow these simple guidelines when submitting receipts.

1. Clearly fill out the top portion of the Pitzer Student Club Receipt Sheet using *only* a blue pen.
Next to the receipt, write what the receipt was for and the date of the **expense**.

2. Clearly tape the original receipts to the Receipt Sheet; don't put more than 4 receipts per sheet. Ideally, 2 or 3 receipts should be taped to each sheet. If you have multiple receipts, fill out as many Receipt Sheets as you need.
Only use the front-side of the Receipt Sheet and you can *only* use clear tape.

3. Circle the total amount on each receipt; again please *only* use a blue pen.

For larger receipts, one that don't fit on the Receipt Sheet, you should tape down the top of the receipt to the sheet and fold over the remaining portion of the receipt. For receipts that are a full page, please follow all the instructions above and staple it to the Receipt Sheet.

1
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Club Event
9/13/11

PITZER STUDENT CLUB RECEIPT SHEET		
CLUB NAME:	Brunchfast Club	
CLUB ACCOUNT #:	619-6008000-1770	
SUBMITTED BY:	Chris Brunelle	
PHONE #:	909-607-2900	
USED PETTY CASH:	<input checked="" type="checkbox"/>	USED PETTY CASH CARD: <input type="checkbox"/>
		USED PERSONAL FUNDS: <input type="checkbox"/>
REIMBURSEMENT TO:		
STUDENT ID #:	MAILBOX #:	

Only fill-out this bottom section if personal funds were used.



IMPORTANT

- If you used **petty cash** or a **petty cash card**, you do not need to fill-out an Request For Check (RFC); you'll just need the Receipt Sheet and club minutes.
- If you used **personal funds** and the total amount spent is **under \$50**, you do not need to fill-out an RFC; you'll just need the Receipt Sheet and club minutes.

HOW TO SUBMIT RECEIPTS FOR MEALS

If using club funds to eat a **meal** at a restaurant or any type of eatery, the student **MUST** follow all the previous guidelines, **plus** you **MUST** also clearly write in the first and last names of participants who ate at each meal next to the respective receipts on the Receipt Sheet. If it was just a snack and not a meal, please indicate "Snack" next to the receipt.

Club Brunch
1/17/08

PITZER STUDENT CLUB RECEIPT SHEET		
CLUB NAME:	Brunchfast Club	
CLUB ACCOUNT #:	619-6008000-1700	
SUBMITTED BY:	Chris Brunelle	
PHONE #:	909-607-2900	
USED PETTY CASH: <input type="checkbox"/>	USED PETTY CASH CARD: <input type="checkbox"/>	USED PERSONAL FUNDS: <input checked="" type="checkbox"/>
REIMBURSEMENT TO:	Jim Marchant	
STUDENT ID #:	11223344	MAILBOX #: 100



Look for gratuity on receipt.

Laura Trombley
 Jim Marchant
 Alyssa Solis
 Drew Herbert
 Chris Sibley
 Hallory Sindelar
 Chris Brunelle
 Moya Carter
 Tressi Mehana Chun

Write down first and last names.

Information for MEAL receipts:

- When using club funds at a restaurant or any type of eatery for a meal, students **MUST**:
 - be sure to get the itemized receipt (the one listing all items ordered).
 - be sure to write in any tip or gratuity, add it to the total amount, then write the new total amount with tip included.
 - added tips or gratuity must **not** exceed 20% of the original bill.
 - be sure to **check** the receipt and make sure the group wasn't already charged a gratuity **before** leaving a tip.
 - **not** purchase alcohol, regardless of the age of the participants.
 - be sure to have an accurate account of all participants who ate at that meal, their first and last names are needed when you submit your receipts.

HOW TO FILL OUT THE BLANK RECEIPTS

If a student makes a purchase from a business or vendor who does not or cannot provide you with a receipt, they **MUST** fill out one of the blank receipts.

Please follow these simple guidelines for filling out a blank receipt.

1. In the (DATE) section, write in the date of the purchase.

2. In the top (FROM) section, write in the name of the business or vendor you are making the purchase from.

3. In the (\$) section, write in the total dollar amount of the purchase and (DOLLARS) section, write out the total amount of dollars and write the "cents" as a fraction.

The image shows a sample receipt form with the following handwritten entries and numbered callouts:

- 1:** DATE: 8/22/11
- 2:** FROM: Candy Man
- 3:** \$20.00 (written as Twenty and 00/100 DOLLARS)
- 4:** FOR: Popcorn + Candy
- 5:** CASH (checked)
- 6:** TO: CB
- 7:** BY: T. Pallen
- 8:** Brunchfast Club

4. In the (FOR) section, check the (FOR) circle and then write in what was purchased; please be specific.

5. You'll check the (CASH) or (CREDIT CARD), our pre-paid cash cards circle.

6. In the bottom (TO) section, please write in your initials.

7. In the bottom (BY) section, please have the person working for the business or vendor sign their name.

8. Be sure that your club name is visible at the bottom of the receipt. If it is no longer visible, please write it in somewhere along the bottom of the receipt.

9. Tape the white copy of receipt to the Receipt Sheet like all the other receipts. You may only use the yellow copy if you've lost the white copy. All other yellow copies may be discarded.

HOW TO SUBMIT IT ALL

After your club treasurer has accurately accounted for all expenses, please submit these items in the following format.

IF **PETTY CASH OR PETTY CASH CARD** WERE USED

- Attach original receipt(s) to Receipt Sheet
- Properly fill-out Receipt Sheet
- Staple Club Minutes which show approval for expenses on receipts to the back of the Receipt Sheet
- Submit packet to Senate Treasurers mailbox in GSC 222.

IF **PERSONAL FUNDS** WERE USED **&** THE TOTAL AMOUNT SPENT WAS **UNDER \$50**

- Attach original receipt(s) to Receipt Sheet
- Properly fill-out Receipt Sheet; including bottom section.
- Staple Club Minutes which show approval for expenses on receipts to the back of the Receipt Sheet
- Submit packet to Senate Treasurers mailbox in GSC 222.
- Check Pitzer email for email to pick-up reimbursement cash.

IF **PERSONAL FUNDS** WERE USED **&** THE TOTAL AMOUNT SPENT WAS **OVER \$50**

- Attach original receipt(s) to Receipt Sheet
- Properly fill-out Receipt Sheet; including bottom section.
- Properly fill-out Request For Check (RFC) form
 - You should select the “Student ID” button and write in the student ID number of the student being reimbursed.
 - In the “Mail To” section, write in the address where reimbursement check will be sent.
 - i. If reimbursement is for someone living on campus, please write as follows:
CAMPUS MAIL
Pitzer College
Box # _____
 - In the “Business Purpose” section, write, “**Your Club Name** – “ and then add in what the services are.
 - In the “Prepared By” section, put name and phone number of whoever filled out the RFC.
 - In the “Print Name” section, write, “Chris H. Brunelle.”
 - Please leave the “Commodity Code,” “Invoice Number,” & “Invoice Date” sections blank. – We’ll fill them in as needed.
 - In the “Amount” section, write in the total amount of all the receipts.
 - i. Use one line per account number. So if there are multiple receipts all coming from the same account, please add them up and put them on just one line.
 - In the “Description” section, write a brief description of the expenses and abbreviate if needed.
 - In the “Fund” & “Unit” & “Object” sections, you should write in your club account number.
 - i. Again, please use only one line per account number.
- Staple the three forms together in the following order:
 - RFC on top, Receipt Sheet in the middle and Club Minutes on the bottom. The Club Minutes must show approval for expenses on receipts.
- Submit packet to Senate Treasurers mailbox in GSC 222.
- Check Pitzer mailbox or address from “Mail To” section where reimbursement check will be sent.