American River College Revolving Cash Request

PURPOSE: The Revolving Cash Request may be used to pay for urgently needed goods and services that cannot

be obtained using a regular District Purchase Order or Limited Purchase order. **CASH REQUEST - \$50 LIMIT** To reimburse staff for incidental expenses. DO NOT submit For instant cash, original itemized receipt(s) and/or unused multiple forms if receipts total more than \$50. If multiples are money must be returned to the Business Services Office submitted, it will be returned to the department to complete a within three working days of issuance. purchase order or a check request for reimbursement. If reimbursement is not picked up within 6 months, it will be cancelled and returned to the department. To receive reimbursement, submit an approved request form with original itemized receipt(s). Receipts that do not have the Person to be reimbursed: vendor name printed or stamped on them may not be reimbursed. Name __ Refer to Purchasing Methods Comparison to use. Department **PRICE DESCRIPTION OF ITEM(S)** Sales Tax **Approved Total Amount AUTHORIZATION Bus Unit** Account DeptID/ORG **Bus Unit** DeptID/ORG Subclass Account Purchases Charged to Categorical Programs, Grants or Special Projects. This purchase is compliance with the requirements of: **BSO USE ONLY** Program Name Proj/Grant No. Check No Program Goal/ Objective Number/ Explanation **Date Issued** Program Director/ Coordinator Signature **APPROVALS** Requestor Name Signature Date Manager Name Signature Date **Business Services Office** Signature Date