

**Davidson County Community College  
Student Organization**

**Petty Cash Request**

*Please complete and submit at least 5 days in advance to Director, Student Life & Leadership, BSC 118B.*

**Name of Student Organization:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**Description of Planned Activity:** \_\_\_\_\_

\_\_\_\_\_

**Date Funds Needed:** \_\_\_\_\_

*\*Only \$75 cash per withdrawal will be allowed. All receipts must be submitted to the Director, Student Life within 24 hours after the event or activity. Student organizations that do not submit receipts will not be allowed to make further cash withdrawals. In that case, funds will only be disbursed through check reimbursement.*

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President or Treasurer's Signature

\_\_\_\_\_  
Date

***Office Use Only***

Student Organization Datatel Account:

\_\_\_\_\_

\_\_\_\_\_  
Director, Student Life Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office Representative Signature

\_\_\_\_\_  
Date