

PETTY CASH PAY-OUT FORM

STUDENT ORGANIZATION FINANCE OFFICE

NORTHWESTERN UNIVERSITY - NORRIS CENTER

PH #847-467-1088

DATE _____

SOFO Account No. 20____-____-____-____ SOFO Account Name _____

Expenditures made by (Please Print) _____ Voucher No. _____

Organization Officer (Please Print) _____

Explanation of Items

(Requires inclusion of purpose and event associated with the expenditure)

Amount

_____	_____
_____	_____
_____	_____

Total

CERTIFICATION OF EXPENDITURE

As an officer, recognized by SOFO, of the student organization named above, I certify that this accounting of expense is correct and attest to having personally verified that the paid amounts listed above were in fact made and were appropriate with respect to the organization's charter/mission.

OFFICER _____
SIGNATURE DATE

SOFO ATTENDANT _____
DATE

SOFO ADMINISTRATOR _____
DATE

CASHIER _____
DATE

INSTRUCTIONS: Please provide an explanation for the purchase of the items listed on the supporting documentation. Only original receipts will be accepted. Tape down all four sides of each receipt completely to this pay-out form in the space provided below. Use additional sheets of paper if necessary. Full page invoices may be attached to the back of this form. Cash reimbursements are made at the Cashier's Office from a supervisor. Officers are expected to present their WildCARDS when requesting reimbursements. Cash reimbursements are limited to a maximum of \$30.00 per purchaser per day. Multiple pay-out forms for a single purchaser must be issued as a check if greater than \$30.00. Cash reimbursements will not be available for requests made 90 days after the date of the expenditure (as recorded on the supporting documentation).