

Funds Authorization Form

Minimum Deadlines	
Petty Cash:	1 working day
SPO:	5 working days
PR:	5 working days
PO Banner Vender:	5 working days
PO Non Banner Vender:	10 working days

Program Name: _____ Your Name: _____

Date of Event: _____ Time of Event: _____

Program Description (Be Specific): _____

____ Petty Cash <u>\$100 limit per program</u> and complete the following: Anticipated Vendor: _____ Cash Pick Up Date: _____
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____ SPO ____ PO ____ PR Check one and complete the following: Vendor Full Name: _____ FED ID # or NM Gross Receipts # (circle one): _____ Street Address: _____ City, State & Zip: _____ Contact: _____ Telephone: _____ Fax: _____

CA Name: _____ Account#: _____ - _____ Amount:\$ _____

RA Name: _____ Account#: _____ - _____ Amount:\$ _____

Total Approved Amount:\$ _____

Authorizing Signatures:

Person Requesting Funds: _____ Phone: _____

C.A. Treasurer: _____ (For C.A. Funds)

Student Hall Director: _____ (If Applicable)

Area Coordinator: _____ (All Requests)

Petty Cash Disbursement

Received by: _____ Date: _____ Disbursed by Initials: _____

Returned to: _____ Date: _____ Actual Amount: _____

Master Log #: _____ Notes: _____