

**SIG EVENT/WORKSHOP: PETTY CASH REQUEST
INSTRUCTION SHEET**

These instructions apply to the attached FORM, which has been created with FIELDS for you to enter your information.

Please read the following:

- *With Board approval Petty Cash may be advanced to Chapter leaders in good standing by the Finance Committee for the purpose of purchasing miscellaneous items needed for pre-approved LA-CAMFT events/workshops and meetings.*
- *Use of Petty Cash is not intended for the purchase or rental of items that can be paid for prior to or after an event by regular means, i.e., use of LA-CAMFT check or LA-CAMFT credit card.*
- *The leader requesting the Petty Cash advance is ultimately responsible for managing and accounting for all monies advanced. The leader will be provided a Petty Cash Envelope for this purpose.*
- *The LA-CAMFT CFO will assist by answering any question about Petty Cash & Envelope management.*

To request Petty Cash & Envelope

1. Please fill out all the fields on the form below, and email to:

CFO: Billie Klayman

Email: billie@lacamft.org

Phone: (818) 458-3379

2. Then coordinate with the CFO, or their representative, a time to pick up the Petty Cash.

3. When receiving the requested Petty Cash & Envelope from the CFO the Chair will confirm the content of the petty cash envelope and sign & date a **Petty Cash Release** receipt.

(Continued)

SIG EVENT/WORKSHOP: PETTY CASH REQUEST FORM

Please complete this form, and email it to the CFO Billie Klayman (billie@lacamft.org)

Today's Date:

Name of SIG:

SIG Chair:

SIG Chair:

Petty Cash Is For:

If 'Other', specify:

Title of Offering:

Date of Offering:

Time (Start/End):

Name of Venue:

Address of Venue:

Amount Requested: \$

Date Needed By:

The member/s whose name is entered above agrees,

- a. To take full responsibility for the Petty Cash & Envelope they received;
- b. To manage the Petty Cash & Envelope and to obtain and keep all original receipts for all expenditures;
- c. That the sum of the receipts and unused petty cash returned shall add up to the amount originally advanced, and that any discrepancy will be the responsibility of the signee for the petty cash.

The SIG Chair whose name is entered above when receiving the Petty Cash & Envelope from the CFO, or Administrator, shall confirm the content of the Petty Cash envelope and sign & date a *Petty Cash Release* receipt provide at time of delivery.