



Rosalind Franklin University of Medicine and Science
 Executive Student Council
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Petty Cash Policy and Request

I _____ agree to the following stipulations and regulations. The penalties outlined below apply to both the undersigned and the club that you are representing.

- 1) ESC will provide 1 cash box, 1 key, and up to \$200 for the purpose of petty cash exchanges. At the conclusion of the event, a deposit form should be filled out to add any additional cash and/or checks to the organization account.
- 2) The cash box is the property of Executive Student Council and must be returned no later than one week after the date indicated below.
 - a. If the cash box is not returned by the date below, the \$200 (or amount shown below) will be deducted from the organization account.
 - b. The club is responsible for damage to the box beyond normal wear and tear. A fine of \$30 will be assessed for a damaged cash box.
 - c. If the box has not been returned within the agreed upon time period, a lien will be placed on the account of that club. The club will lose access to its account until the cash box is returned. If the box is not returned within 2 weeks of the checkout date, the club will be fined \$30, and access will be restored.
- 3) A lost key will result in a fine of \$30.
- 4) The box may only be checked out by a registered officer of the club named below.

Date: ____/____/____

Name of Class/Organization _____

Officer position in Class/Organization _____

Individual Requesting Petty Cash:

Name _____ Phone _____

E-mail _____

Amount Requested \$ _____ Return by Date: ____/____/____

Signature _____

Date _____

ESC Use Only

Date of Issue _____ ESC Officer Initials _____ Amount \$ _____

Date of Return _____ ESC Officer Initials _____ Amount \$ _____