



Petty Cash Disbursement Form

For research/program participants. Maximum amount allowed is \$15.00.

Section 1 – To be completed by the PI.

*Name of Project/Activity: _____

*GGC Employee Conducting Project/Activity (PI): _____

*Project End Date: ____/____/____

*Petty Cash Disbursement Amt: _____

Cannot be more than \$15.00.

*Acct:

*Dept:

*Class:

*Fund:

*Program:

Project:

Requested By:

Print Name

Signature

Extension

Budget Manager:

*Print Name

*Signature

*Extension

Section 2 - To be completed by the PI when form is given to recipient.

*Date Form Issued To Recipient: ____/____/____

Recipient must present form to GGC Student Accounts within 5 business days of this date to receive payment.

*Name of Recipient: _____

*Recipient GGC ID#: _____

Recipient Phone #: _____

Recipient Email: _____

*Denotes Required Field

Section 3 – For use by Student Accounts only.

Business Office:

Print Name

Signature

Date

Received By:

Print Name

Signature

Date