



# CASH DISBURSEMENT FORM

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Cash Requester: \_\_\_\_\_

Amount of Cash Request: \$ \_\_\_\_\_ (1)  
*(Require at least 1 week to process before the event)*

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Campus: \_\_\_\_\_

Pickup date/location: \_\_\_\_\_

BUDGET ACCOUNT # \*: \_\_\_\_\_

\* ACCOUNT#: 7037 Programming    7042-200 PROG Activities    7042-300 HP Activities    7042-400 ASH Activities    7042-500 CCC Activities

## DISBURSEMENT DETAILS:

Receipt #	Description	Amount
1.	_____	\$ _____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

TOTAL PAID OUT: (2) \$ \_\_\_\_\_

DIFFERENCE+/-: (1) - (2) \$ \_\_\_\_\_

**NOTE: Funds over the above request must be explained before reimbursement is requested.  
 Unused funds must be returned to Accounting department at Progress immediately after the event  
 with the completed form.**