

Petty Cash Request Form

- Approval must be obtained **prior to** purchase.
- Fill out the first section and bring to your petty cash clerk for approval.
- Once approved, bring a copy of the sales tax exemption form to present at check-out (do not print double-sided).
- Any sales tax charged will be paid by the purchaser.
- Purchases must not violate District policies regarding allowable expenditures.
- Sign receipt(s) and return with change to your petty cash clerk.

To be filled out by employee requesting petty cash:

Request date: _____

Campus/Department: _____

Employee requesting petty cash: _____

Place of purchase: _____

Description of purchase:

Amount requested (up to \$50): _____

To be filled out by administrators:

Budget code: _____
If using an Athletics or Fine Arts budget code, signature will also be needed from that department's director

Amount advanced (up to \$50): _____

Amount returned: _____

Total disbursement: _____

RECEIVED BY

SIGNATURE – PRINCIPAL/DEPARTMENT HEAD

DATE APPROVED

SIGNATURE – ATHLETICS/FINE ARTS DIRECTOR
If applicable

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency COLLEGE STATION INDEPENDENT SCHOOL DISTRICT (1-74-6000528-7)	
Address (Street & number, P.O. Box or Route number) 1812 WELSH AVE	Phone (Area code and number) 979-764-5400
City, State, ZIP code COLLEGE STATION, TX 77840	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____


Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

EDUCATION K-12 GRADE

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser sign here 	Title Director of Business Services	Date 1/3/2023
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**