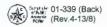
Petty Cash Request Form

- 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 ca	ash:
Request date:	
Campus/Department:	
Employee requesting petty cash:	
Place of purchase:	
Description of purchase:	
Amount requested (up to CEO)	
Amount requested (up to \$50):	
To be filled out by administrators:	
Budget code: If using an Athletics or Fine Arts budget codes.	ode, 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



Name of purchaser, firm or agency

Texas Sales and Use Tax Exemption Certification

COLLEGE STATION INDEPENDENT SCHOOL DISTRICT (1-74-6000528-7)

This certificate does not require a number to be valid.

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 paym 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 inv	voice:
Purchaser claims this exemption for the following reason:	
Purchaser claims this exemption for the following reason:	
Purchaser claims this exemption for the following reason: EDUCATION K-12 GRADE	
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Purchaser claims this exemption for the following reason: EDUCATION K-12 GRADE	
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 sale 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 will be used in a manner other than that expressed in this certificate, and	es or use taxes which may become due for failure to comply with othe seller for taxable items that I know, at the time of purchase,
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 sale 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	es or use taxes which may become due for failure to comply with othe seller for taxable items that I know, at the time of purchase,

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 <u>not</u> send the completed certificate to the Comptroller of Public Accounts.