

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.

| | | | |
|---|-----------|-------------------------------|----------|
| sign here  | Purchaser | Title | Date |
| | | Director of Business Services | 1/3/2023 |

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.**