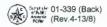
## **Petty Cash Request Form**

- 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 b	y employee i	requesting	petty ca	sh:
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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, sign	nature will also be needed from that a	lepartment's director
Amount advanced (up to \$50):	_	
Amount returned:		
Total disbursement:		
RECEIVED BY	SIGNATURE – PRINCIPAL/E	DEPARTMENT HEAD
DATE APPROVED	SIGNATURE – ATHLETICS/F If applicab	INE ARTS DIRECTOR  ole



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 paritems described below or on the attached order or invoice)	
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 42 CRAPE	
EDUCATION K-12 GRADE	
I understand that I will be liable for payment of all state and local s	ales or use taxes which may become due for failure to comply with eto the seller for taxable items that I know, at the time of purchase,
I understand that I will be liable for payment of all state and local sthe provisions of the Tax Code and/or all applicable law.  I understand that it is a criminal offense to give an exemption certificat	ales or use taxes which may become due for failure to comply with eto the seller for taxable items that I know, at the time of purchase,
I understand that I will be liable for payment of all state and local state provisions of the Tax Code and/or all applicable law.  I understand that it is a criminal offense to give an exemption certificat will be used in a manner other than that expressed in this certificate, a	ales or use taxes which may become due for failure to comply with eto the 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.