

Example of an **acceptable** petty cash receipt

When a student club/organization representative uses petty cash for approved purchases such as disposable items or food, they must provide to the Student Business Office any unspent funds as well as itemized receipts to demonstrate the purchases they made.

An itemized receipt should include details about:

- the **date and time** of purchase,
- the **specific item(s)** purchased,
- the **unit price** of the item(s),
- the **tax** collected on the item(s), if applicable, and
- any **tip** amounts, if applicable (though tips cannot exceed 18%).

Some smaller businesses, such as donut shops, often cannot produce an itemized receipt. For this reason, it is recommended that students first verify with the business that they can provide an itemized receipt before purchasing anything from them with club/organization funds.

Moorpark College is obligated to demonstrate that its funds were spent on state-approved expenditures, which it cannot do with a regular receipt that just shows the total amount charged. Clubs that fail to provide itemized receipts associated with petty cash purchases may see their access to petty cash funds restricted.

Questions about petty cash processing can be directed to ASMBoard@vcccd.edu or MCSBO@vcccd.edu.

Not itemized
Not reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL: 520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER : ██████████
CARD NUMBER : ██████████ 8888
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt\$: 19.46

TIP AMOUNT\$ _____

FINAL AMT\$ _____

Itemized
Reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL: 520-825-5351
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Re-Printing 1

Dine In
Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA_LOPEZ
TAB#: B05
No. of Guest : 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50
Amount :	18.00
TAX(8.1%) :	1.46
TOTAL :	19.46