

## Treasury Info

Commonly Used Forms:

### SGA Petty Cash Voucher

Hollins University PETTY CASH VOUCHER	
Date:	Amount Requested: \$( _____ ) <small>(limited to \$50.00)</small>
Requestor Name: _____	
Department/Club Name: _____	
Account Number (Fund Org Acct): _____	
Purpose: _____	
Approved By (signature)	Received By (signature)
Print name:	Print name:
PLEASE NOTE THAT RECEIPTS ARE DUE WITHIN ONE WEEK	
<small>Revised 8/2014</small>	

Purpose: Getting cash to buy items at a store or reimburse small amounts

- \$50 or under
- 1/week limit
- Need SGA Treasurer and DSAO signature
- Must include receipts, no exceptions
- Use account numbers given by SGA Treasurer

- If you need more than \$50, you can fill out an Advance Request form (cash) + Advance Expense Report afterwards, or a Check Request form (check or Direct Deposit)

### SGA Account Transfer Form

SGA Account Transfer Form	
Organization/Club to be Debited <small>(Club/Group/Fund)</small>	
Account Code	
Organization/Club to be Credited <small>(Club/Group/Fund)</small>	
Account Code	
Amount to be Transferred	
Date of Transfer	
Purpose of Transfer	
Print Name <small>President/Treasurer Account Debited</small>	Signature _____ <small>(Date)</small>
Print Name <small>President/Treasurer Account Credited</small>	Signature _____ <small>(Date)</small>
Print Name <small>SGA Treasurer</small>	Signature _____ <small>(Date)</small>
Print Name <small>Director of Student Activities and Orientation, Megan Carls</small>	Signature _____ <small>(Date)</small>

Purpose: Transferring money between accounts

- Need signatures from the President or Treasurer of both organizations
- Need approval signatures from SGA Treasurer and DSAO
- Account numbers from SGA Treasurer

### Ledgers (if you need to turn one in)

- Please include a list of both debits (money out) and credits (money in)
- Due at the end of every month
- Ask SGA Treasurer if you need any help

**If you ask Patty or a supervisor to purchase something, CC the SGA Treasurer if it's coming from Roundtable funds- if it's from your organization you do not need to, it'll show up on a ledger**

**If you need the SGA Treasurer's signature, email [sga\\_treas@hollins.edu](mailto:sga_treas@hollins.edu) or text 571-208-6382 to meet**

Link to all Business Office important forms: <https://businessoffice.press.hollins.edu/forms/>