

Prize Receipt Form

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY
OFFICE OF STUDENT DEVELOPMENT

PRIZE RECEIPT

You are the recipient of a _____ prize/gift
(type or description of prize/gift)

from _____, an organization recognized by The Richard Stockton
(organization/club)

College of New Jersey, awarded at the _____
(event/program name)

hosted on _____.
(date of event)

Name _____

Z Number _____ Cell Phone Number _____

Address _____

Email _____

Signature of Student _____

**Please note that cash gifts or prizes cannot be awarded to anyone, including prepaid credit cards
(Visa/AMEX/bank issued gift cards).**

Prize receipt forms must be completed whenever a club/organization awards a prize/gift at an event.

Return forms immediately following your event to Student Development along with a copy of your event flyer.

Gift cards are limited to \$25.00

***Cash prizes and bank issued gift cards are prohibited.**

Petty Cash Request Form (online submission)

Division of Administration & Finance
The Richard Stockton College of New Jersey

Petty Cash Disbursement

*** NOT FOR REIMBURSEMENT ***

This form is to be used to obtain a cash advance up to \$200 for purchases from vendors who will neither accept a College purchase order nor a College check. Gift cards require a purchase order.

After receipt of the funds and purchase of item(s), a receipt or sales slip and any excess funds must be returned within 3 business days to the Bursar's Office. Additional funds may not be authorized for a budget unit if a receipt is outstanding.

Requestor's Name: _____
Your E-Mail: _____
Budget Unit Manager's E-mail: _____
Amount: _____ (Max. \$200)
Fund: _____
Organization: _____
Acct: _____
Program: _____

Description: _____

All petty cash requests must be pre-approved by assigned individuals from Administration & Finance prior to disbursement by the Bursar's Office.

ONCE APPROVED YOU WILL RECEIVE EMAIL NOTIFICATION FROM
PETTYCASH@STOCKTON.EDU.

Submit

© 2012 Richard Stockton College
The Richard Stockton College of NJ, 101 Vera King Farris Drive, Galloway, NJ 08205-9441
(609) 652-1776

Requests can be made for use at non-vendor locations only. Also, the store MUST honor the college's tax exempt status by not charging sales tax.

Maximum amount allowed to be signed out by Student Development is \$200.00

Requests are submitted for approval in advance and funds are withdrawn on the day of shopping.

Store receipt and change is due back within 24 hours.

Deposit Form

STOCKTON COLLEGE
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY
Division of Student Affairs

STUDENT ORGANIZATION REVENUE REPORT

Date: _____

Fund #: _____

Organization #: _____

Account #: _____

Name of Organization _____

Category _____

Checks must be listed below:

Club/Organization: _____

Student Development: _____

Bursar's Office: _____

White & Yellow Copies: Bursar's Office Pink Copy: Organization Green & Gold: Student Development Rev. 10/11

Any money collected through a fundraiser or submitted as a donation must be deposited into the club's account.

Return money along with Deposit form directly to Student Development as soon as possible.

When funds are to be donated to a charity or organization, the club must also submit a check requisition form with an event flyer that states the intended purpose of donating funds to the designated charity/org.

Print Shop Request Form

STOCKTON COLLEGE
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

PRINT SHOP SERVICES ARE FOR COLLEGE BUSINESS ONLY

Print Shop Use
#: _____

ORGANIZATION #: _____ Today's Date: _____ DATE NEEDED BY: _____
 FUND #: _____ Contact: _____ Phone #: _____
 ORGANIZATION NAME: _____ Budget Unit Manager: _____

File Name: _____ Supplied by: _____
 Description of Project from Graphics: _____ Created by: _____
 Special Instructions: _____

PRINTING

_____ Originals
 _____ Black and White Copies
 _____ Color Copies
 _____ Special Paper Stock: _____
 _____ White Paper
 _____ Colored Paper (Color): _____
 _____ One Side Only Copies
 _____ Front and Back Copies
 _____ Front Covers (Color): _____
 _____ Back Covers (Color): _____

Letterhead - Stock
 Envelopes - Regular Window
 #9 #10 #11 6x9 9x12 10x15
 A2 A6 A7 A8 Special
 Business Cards
 NCR Forms
 2 Part 3 Part 4 Part 5 Part 6 Part

Type of fold preference for this Photo Copy or Printing request.

Letter Fold..... 

Z Fold..... 

Double Parallel Fold..... 

Single Fold..... 

French Fold..... 

Baronial Fold..... 

BINDERY

Print Shop Request Forms - Pkg 50
 Collate Tape Bind Cut
 Staple Coil Bind Pad
 Corner 3 Hole Drill 50
 Double Plates 100
 Saddle Mail Merge Numbering
 Booklet From _____ to _____

ACCOUNTING USE

Plates	\$ _____
Stock	\$ _____
Binding	\$ _____
Total Imp.	\$ _____
Color	\$ _____
Misc.	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total	\$ _____

The college's print shop should be used for any printing job over 25 copies.

Student Development advisors will review your material before the print shop request is made.

All documents must include a disclaimer or else they will not be approved.

Print Shop charges are charged back to the club account monthly.

Fund Transfer Form

The Richard Stockton College of New Jersey
Division of Student Affairs

STUDENT CLUB/ORGANIZATION
FUNDS TRANSFER FORM

Date: _____

Club/Organization name: _____

Fund # _____

Organization # _____

Account # _____

Club/Org. Authorized Officer: _____

REQUESTS A TRANSFER OF FUNDS IN THE AMOUNT OF \$ _____
TO THE FOLLOWING:

Date: _____

Club/Organization name: _____

Fund # _____

Organization # _____

Account # _____

Club/Org. Authorized Officer: _____

These funds represent: _____

For Student Development Use Only

Each of the undersigned certifies that this request is complete, accurate and within the organization's approved budget.

Faculty/Staff Advisor: _____ Date Approved: _____

Faculty/Staff Advisor: _____ Date Approved: _____

Student Development Advisor: _____ Date Approved: _____

Student Development Advisor: _____ Date Approved: _____

Director of Student Development: _____ Date Approved: _____

For Student Development Use Only

Audited by: _____ Date Approved: _____

White/Green – Student Development **Yellow** – Advisor **Pink** - Organization

To be used when a club/organization wishes to provide funds to another club/organization.

Both clubs/organizations involved must sign off on this form before submitting to their Student Development advisor.