

The Petty Cash form is to be used for reimbursements of expenditures for \$75 or less per day/per vendor. Incremental purchasing, splitting one large purchase into several small purchases, is not allowed. The Petty Cash form is the quickest, simplest form to use because reimbursement is made in cash, no check is issued.

The Petty Cash form is to be used for reimbursements only for up to \$75 per day/per vendor. Reimbursements may be for any type of ALLOWABLE expenditure. Tax paid on purchases of tangible personal property (except restaurant charges) will not be reimbursed.

At the time of purchase a cash register receipt or other paid receipt should be acquired and submitted with the Petty Cash form for reimbursement, (see Documentation section on next page).

Form Content and Preparation

The Petty Cash form must be TYPED OR PRINTED LEGIBLY. Corrections must be made on all copies. Any number of reimbursements, to any number of individuals, charged to any number of accounts may be made on one Petty Cash form.

Account Number / Amount

1 Account Complete the account number(s) to be charged Number with the reimbursement(s). List the total amount to be charged to each account for all the receipts. Then total all amounts charged to the various accounts. This grand total should equal the grand total of the items listed in the body of the form.

Department/Contract/Grant

2 Department The department name and the individual's name who made the purchase must be listed in this section. Optional information which may be included is the Contract or Grant name.

Body of Form

3 Name of Vendor A separate line should be used for each receipt.
For each receipt list:
1.The name of the vendor.
2.A brief description of the item(s) purchased.
3.The amount of the reimbursement requested.
Do not include non-reimbursable amounts such as tax and unallowable expenditures.

Total all the items to be reimbursed.

Signatures

- 4 Individual The individual that purchased the items shall sign the affidavit at the lower right hand corner of the form, i.e. "I acknowledge receipt...".
If a number of individuals are to be reimbursed on one form each individual must sign the form.
- 5 Department The person in the department that has signing authority over the account and who is in a position of authority over the person who signed the affidavit shall sign the department approval area.
- 6 Accounting The accountant that verifies the account number(s) and items shall sign for the Accounting Office and indicate the approved amount.

Documentation

Original cash register receipt, paid receipt, invoice marked PAID, credit card charge receipt, completed travel voucher or other proof of purchase and payment must be attached for each item to be reimbursed.

Paper Flow of Petty Cash Form

Business Office Blank Petty Cash forms may be obtained from the Business Office.

Department Prepare and approve the Petty Cash form. Then forward all copies of the Petty Cash form with documentation stapled to the back of the form to the Business Office.

Business Office The Business Office will verify the account numbers and documentation, and assigns a number to the Petty Cash form.

Cashiers The individual that receives the funds from Cashiers will be asked to sign the bottom of the form. Cashiers will keep their copy. The Cashier will return the department copy by mail after all signatures and other changes have been made.

Revision: Add instruction on page 1 to include individual's name to the Department section of the Petty Cash form.

Receipt Number: _____

To Department: This Petty Cash Receipt form must be prepared by itemizing by vendor, articles purchased and amounts. Both copies, with invoices/cash register tapes attached, are to be presented to the Business Office.

IMPORTANT: Reimbursement will not be made unless this form is properly completed and approved by the person authorized to make charges to the indicated account numbers. Petty Cash Receipt forms may be obtained from the Business Office.

Account Number	Amount	Department/Contract/Grant
1060R/500	\$ 25.00	Business Office / Darlene Tapia
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
TOTAL	\$ 25.00	

Name of Vendor and Description of Articles Purchased (Attach invoices or cash register tapes)	AMOUNT Excludes Gross Receipts Tax on Merchandise
Las Vegas Typewriter Company Two Boxes Pocket Folders	\$ 25.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ 25.00

APPROVED BY:

DEPARTMENT _____ DATE _____

BUSINESS OFFICE _____ DATE _____

RECEIPT IS ACKNOWLEDGED. SIGNATURE,
REQUIRED BY CASHIER, ACKNOWLEDGES PRIOR
REIMBURSEMENT NOT RECEIVED. ANYONE
MAY WALK THIS THROUGH.

APPROVED AMOUNT \$ _____

SIGNATURE _____ DATE _____