

# Fiscal Services: General Accounting

## Petty Cash Voucher Form

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Petty cash reimbursements for emergency State-approved purchases under \$50.00 are processed through the Cashiering window. Such purchases should be limited to emergencies and not used for routine purchases of office supplies.

### General Rules

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- **\$50.00** maximum per day for each department.
- **Emergency purchases only.**
- **Supplies, items not available through Office Depot.**
- Reimbursements for meals cannot be processed on Petty Cash Voucher Form, except for reimbursements for non-consumption foods. These reimbursements must be requested on a Direct Pay form in conformity with the Hospitality Policy and submitted to Accounts Payable.
- Original, itemized receipts must be attached to the form.
- Required signatures from employee purchasing items.
- Approving signature must be obtained from the appropriate authorized administrator.
- **Copying, duplicating, printing and binary jobs** should be processed through the campus Print Shop. If the Print Shop cannot perform the service needed within the required time frame, proper explanation must be provided on the Petty Cash Voucher if another vendor is used.
- **Document layout, design and transcription** should be processed through Reprographics. If Reprographics cannot perform the service needed within the required time frame, proper explanation must be provided on the Petty Cash Voucher if another vendor is used.

### How to Complete the Petty Cash Voucher Form

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- **Business Unit** – Select from drop down list.
- **Department Name** – Department purchasing items.
- **Purchased From** – Indicate vendor or retail store where items were purchased.
- **Purchase Date** – Date of purchase.
- **Chartfield Values** – Account, Fund, and Department numbers required.
- **Account Title** – Title of Trust fund or project used.
- **Quantity** – Number of duplicate items purchased.
- **Item** – Description of item(s) purchased.
- **Total** – Total charged for items claimed (Subtotal plus Sales Tax).
- **Unit Price** – Dollar Amount of item purchased.
- **Amount** – Quantity purchased multiplied by the unit price.
- **Employee Signature** – Person who purchased item.
- **Subtotal** – Total before tax.
- **Approval Signature** – Signature of person authorized to approve purchases on the designated account (Cannot be the same signature as employee who purchased).
- **Sales Tax** – Tax charged on items purchased.
- **Paid By Revolving Fund** – Leave blank (for Accounting Office information only).