

PETTY CASH VOUCHER REQUEST FOR REIMBURSEMENT

Please attach original receipt to a separate sheet of 8 ½ x11" paper (or half sheet) and staple to this voucher.

Name: _____

Department: _____

Date: _____

Amount: _____

(Not to exceed \$50, exclusive of sales tax)

Item Description: _____

Account	Fund	Dept.	Program	Project	Class

Chartfield String: _____

AUTHORIZED SIGNATURE APPROVAL FOR PETTY CASH FINANCIAL TRANSACTIONS

Current delegated authority requirements for Petty Cash Voucher/Request for Reimbursement must be approved by College Dean, Associate or Assistant VP (or equivalent level) or VP. **Exceptions for Grants, Trusts and Campus Programs:** Grant Fund transactions may be approved by Principal Investigator (PI). Campus Program Fund transactions may be approved by the authorized signatory.

Approval: _____ Signature: _____ Date: _____
(TYPE OR PRINT NAME ABOVE)

Title: _____

PETTY CASH FUND PURCHASE POLICY

Disbursements from petty cash funds should be used on small incidental expenditures and must be properly documented and for a valid University business purpose. Petty cash purchases may not exceed \$50 per transaction exclusive of sales tax with any one vendor in a day. Splitting transactions into multiple reimbursements is not allowed, and should not be used as a method to bypass the University's Accounts Payable and Purchasing Policy and Procedures.

PETTY CASH FUNDS MAY NOT BE USED FOR THE FOLLOWING:

- Advertising
- Alcoholic beverages
- Animals (laboratory)
- Business meals
- Cashing a personal check
- Chemicals
- Clothing
- Controlled substances
- Cylinder gasses
- Purchases required to be reported in a specific manner, such as, but not limited to personnel services, travel expenses, payroll advances and business meals
- Any items that are intended to be used or consumed by University Employees on campus for other than University use
- Donations
- Flowers
- Hazardous Materials
- Leases/Rentals
- Liquid nitrogen
- Maintenance Agreements
- Paying vendor invoices
- Payroll advances
- Personal Items
- Personal loans or advances
- Professional Services
- Renovations/Remodeling
- Seminars/Memberships
- Telephones/Cell phones
- Tobacco
- Travel expenses
- Weapons/Ammunition

Financial Services has the authority to make exceptions to the above list when special or unusual circumstances apply. Approval for exceptions must be approved by the Controller and received prior to purchasing items listed above.

ACKNOWLEDGEMENT OF RECEIPT

Reimbursement Received by: _____ Date: _____
(SIGNATURE) (PRINT NAME)