

PETTY CASH REQUEST FORM INSTRUCTIONS

Used for pre-payment or reimbursements of low value purchases which are not possible to procure through regular UC procedures (Requisition or bluCard)

Designed for infrequent small dollar purchases

- Receipts must total under \$30 per person per month
- If receipts total over \$30 within a single month, please combine and request reimbursement by check through Direct Voucher

Cannot be used for

- Entertainment expenses (food for human consumption)
- Postage/mailing
- Travel expenses

PLEASE FILL OUT:

- Contact Name, LHS Dept, LHS Phone #, and Date
 - Do *not* include personal information (e.g. home/cell #)
- Program/event that materials are for, and date of event
- Description of purchases
 - If charging a Contract & Grant, please identify line item on budget
 - If purchase included food, please indicate "not for human consumption"
- Journal entry
 - Expense chartstring(s) to be charged and amount(s)
- Printed names of both FA & Supervisor/PI, approval signatures, and dates

FOR **REIMBURSEMENTS**

Tape receipts in empty area, circling totals and making sure not to tape over receipt print as it can cause it to disappear.

Submit completed forms to the Business Administration Office in Rm 206, and sign once cash has been received.

FOR **PRE-PAYMENTS**

Petty cash pre-payments are highly discouraged and should only be used in case of emergency, or in cases where no other form of payment can be used (e.g. UC Shuttle tickets).

If purchase is for UC shuttle passes/Campanile tickets, please include # of students, # of adults, \$ per ticket, and indicate "UC shuttle/Campanile does not provide receipts"

- Include teacher name (printed) and signature line in receipt area, with date, to be signed once cash has been received from Business Admin Office
- Include email(s) specifying event details as back-up

Once purchase has been made, promptly bring receipt(s) and any change to Business Admin Office in Rm 206 to complete processing.