Petty Cash Voucher

Instructions

NOTE: You must tab out of the last field you enter data into in order for the data in that field to appear on the printed form.

Complete the Petty Cash Voucher by entering data into the following fields or regions:

1. **No.:** Voucher number (if needed).
2. **Date:** Enter the date of petty cash fund expenditure.
3. **Amount:** Enter the amount of the petty cash fund expenditure.
4. **Paid to:** Enter either the name of the individual reimbursed by the petty cash fund or the name of the business paid with petty cash funds.
5. **Business Purpose:** Enter a description of the business purpose of the expenditure.
6. **General Ledger Information:** Enter the GL account, the natural account, and the department use value (if applicable) to charge for the petty cash expenditure.
7. **Grants Management Information:** Enter the project, task, award, expenditure type, expenditure organization and expenditure date to charge for the petty cash expenditure.
8. **Approval:** The custodian of the petty cash fund must sign this line.
9. **Received Payment:** An authorized individual responsible for the GL account or Grants Management account must sign this line. (If the custodian of the petty cash fund has signature authorization for the GL account or the GM account and was not the person reimbursed for the expenditure, an additional authorization is not necessary. An additional authorization is necessary for reimbursements to the custodian for business expense reimbursements from petty cash funds.)

Forward the completed Petty Cash Voucher to the appropriate office (see Petty Cash Disbursement Policy).