

***** PETTY CASH REPORT - DEPARTMENTAL FORM *****

Department: _____ Date: _____

AMOUNT OF CHECK BEING REQUESTED = "Total to be Reimbursed" \$

Total Petty Cash \$ _____

Petty Cash for Expenses: \$ _____ (original amount)
 Less: Cash on hand: \$ < _____ > (actual money left)
 Total to be Reimbursed: \$ _____ (#1 minus #2)
 Less: Receipts: \$ < _____ > (total of receipts**)
 CASH OVER/SHORT: \$ _____ (#3 minus #4)

If "Over or Short" please explain: _____

LIST EXPENDITURES AND ATTACH ORIGINAL RECEIPTS—NO COPIES

DATE	PLACE AND PURPOSE OF EXPENSE *	AMOUNT	ACCOUNT #
Total of Receipts			

***If meals include other persons, IRS regulations require that you list the names of guests and the business purpose of the meeting.**

PLEASE ALLOW AT LEAST 3 DAYS FOR PROCESSING YOUR CASH REQUEST. ORIGINAL RECEIPTS REQUIRED.

Submitted by: _____ ext. _____ ___ x \$1 = \$ _____ ___ x.01 = \$ _____

Approval by: _____ ___ x \$5 = \$ _____ ___ x.05 = \$ _____

Business Office Approval: _____ ___ x \$10 = \$ _____ ___ x.10 = \$ _____

_____ x \$20 = \$ _____ ___ x.25 = \$ _____

DEPARTMENTAL PETTY CASH

Petty Cash accounts are set up for departments that have a need for frequent small expenses. The purpose is to reduce the number of checks issued and to provide the department with a means of accomplishing tasks more quickly. These requests are subject to approval from the Business Office. If you would like to request petty cash or an increase to an existing account, please submit a purchase request thru IFAS using your department account 10XXXX-1002.

DO NOT MINGLE THIS MONEY WITH ANY OTHER INCOME MONEY OR FUNDS RECEIVED.

If your area has a petty cash account set up with the Business Office your request for reimbursement is to be submitted on a form like the one provided to you with this description. When you have used most of your petty cash you should request reimbursement. You will need to plan your cash expenses carefully as it may be up to three days before you receive your reimbursement back from the Business Office based on funds that are available.

Enter your department name and the date you are turning in the form. The amount of the check should be the required amount needed to bring your account back to its original amount (i.e. \$200.00 or \$150.00 etc.).

"Total Petty Cash" is your original amount. The remaining blanks should be filled in using the example below:

- | | |
|-----------------------------|--------------------------|
| 1. Petty Cash for expenses: | <u>original amount</u> |
| 2. Less: Cash on hand: | <u>actual money left</u> |
| 3. Total to be Reimbursed: | <u>#1 minus #2</u> |
| 4. Less: Receipts: | <u>total of receipts</u> |
| 5. CASH OVER/SHORT: | <u>#3 minus #4</u> |

If the total of receipts (#4) does not equal the total reimbursed (#3) then enter the amount on #5. PLEASE do not adjust it in the "Less Cash on Hand:" as this does not give you a clear indication of the transactions. If the cash is "over or short" please give an explanation as to why.

List all the receipts in the "Place and Purpose of Expense" area with the amount and the account that is to be charged for each item as there may be several different account numbers involved.

If meals include other persons, IRS regulations require that you list the names of guests and the business purpose of the meeting.

Please be sure the person who fills out the request signs the form and that there is an authorized signature by a supervisor before it is sent to the Business Office. If you want certain denominations in your return money you can specify what you need on the bottom right hand side of the form. We will do our best to accommodate your need regarding the various denominations requested.

RULES FOR HANDLING PETTY CASH

Plan the amount of petty cash to request based on the expected usage. The Business Office standard for cash on hand is the amount of cash needed in 1 week and not more than the amount needed in 1 month.

To have a petty cash account it is required that it be kept in a locked place with limited access, specifically with no more than 1 or 2 employees having access to the funds.

If an amount of petty cash is given to someone in the department, a note stating; the date, who, how much, and for what purpose, needs to be placed in the petty cash container. For example, 4/22/2005, John Doe has \$20.00 for business lunch.