

Petty Cash Replenishment Summary - Instructions

Please review Business Procedure Manual (BPM) for policies and procedures affecting petty cash.

Purpose: To summarize multiple Petty Cash Vouchers into one request for replenishment.

Processing Flow:

- Individual requesting replenishment prints their department name, mail stop code, name and phone number on Replenishment Summary.
- Summarize and enter Indexes and Accounts and amounts to be charged for multiple Petty Cash Vouchers.
- Attach Petty Cash Vouchers.
- Sign form as a verification that charges are appropriate and acknowledge the charges are legitimate petty cash expenses within the University.
- Present Replenishment Summary and all attachments to the Cashier's Department located in Educational Service Center for pay out of cash.

