

## **WHO SHOULD USE The Departmental Cash Fund Replenish Form:**

The use of this form is limited to departments that maintain their own petty cash fund.

## **WHEN TO USE THIS FORM:**

Submit this form to the **Working Fund Office** at least once a month to replenish the Departmental petty cash fund. Only cash purchases can be reimbursed using this form.

## **HOW TO COMPLETE THIS FORM:**

Expense Itemization	Each expense must be supported by an original receipt.
Vendor:	List the name of the company from which the goods or services were purchased.
Amount:	Cost to be reimbursed. If the cash register receipt contains items not to be charged to petty cash (personal expenses), cross these amounts off the receipt.
Dept or Grant:	The department or grant to which the expenditure should be charged and the 6 digit account (subcode) number.
Total of Voucher:	Total of the amount column. Each amount must be supported by a receipt.
Cash Drawer Audit	Reconciliation of the departmental petty cash fund.
Cash in Drawer:	Cash on hand.
Total Receipts:	Petty cash used. These expenditures must be supported by receipts and match the amount total in the Expense Itemization section.
Petty Cash Fund:	Original amount of cash in the petty cash fund. Cash in drawer plus Total Receipts = Petty Cash Fund.
Reason for Payment:	Short explanation as to the reason each item was purchased.
Make Check Payable To:	Checks must be made payable to the department's petty cash custodian.
Signature of Requestor:	The signature of the department's petty cash custodian.
Dept/Div Head Signature:	The signature of an employee who is authorized to sign for the charge code to which the expense is being charged.