

Petty Cash Checklist

- ❑ Original receipt is attached to the petty cash voucher.
- ❑ Expenditure is for a legitimate university purpose.
- ❑ Information on the petty cash voucher matches the receipt.
- ❑ Voucher is not used for personal services.
- ❑ Reimbursement amount does not exceed the \$75 petty cash limit.
- ❑ Voucher is properly signed by account administrator. (If the person receiving reimbursement and the account administrator are the same person, a supervisor must sign the voucher.)
- ❑ Food purchase must be for a legitimate University purpose.
- ❑ Cost code is stamped on the voucher.
- ❑ Meal reimbursement should list attendees and purpose.
- ❑ 2115 reimbu1r T,0593 Tc 0.332p3