INSTRUCTIONS FOR THE PETTY CASH REIMBURSEMENT FORM

September 2011

TYPES OF EXPENSES TO INCLUDE:

The Petty Cash Reimbursement Report Form is to be used to replenish existing petty cash funds. Vouchers and original receipts should be attached to the form in the order listed.

When replenishing petty cash, the custodian should keep in mind the length of time required to process a cheque to ensure the fund is not depleted before the reimbursement cheque arrives. At all times, the cash and the vouchers in the petty cash box must total to the value of the fund.

Payee Information	Input full name and mailing address of the custodian of the fund. If the department is off-campus and you would like the cheque mailed, include all mailing information including postal code.
Delivery Information	Tick where you want the cheque mailed or whether you will pick it up. If picking it up, include your name and extension.
Payment Information	Date is formatted as mm/dd/yy for ease of input into the Accounts Payable Financial System. Include explanatory information, such as vendor or description of item purchased. Attach vouchers to the reimbursement fund in the order in which they are listed. Invoice total including HST and GST amounts – enter the appropriate amounts from the voucher. GST only applies to expenses incurred in another province. The total amount of the receipt is input into the system and then the GST amount is entered separately. The system then calculates the rebate and removes it form the amount. Do **not** enter amounts in the blue sections. **Research Code** (if applicable) – the research code should be entered only for accounts starting with 33X. Omission of this code will delay process of payment. The list of Research Codes is available at the bottom of the form. **Account Number** – the account number that the expenses should be charged to must be included in the following form (XXX-XXX-XXX). For multiple accounts for one voucher, you will need to note the total amounts and HST for each account in order for the HST rebate to be removed correctly. Excel automatically calculates the totals.
Reconciliation of Petty Cash Fund	Whenever a Petty Cash reimbursement request is completed, there should be a reconciliation of the fund. The amount requested for reimbursement plus the amount of cash left in the fund should equal the total of the petty cash fund allocated to the department. Totals are calculated automatically. It is only necessary to input the cash on hand in department. If further payouts are made while completing the form, include the amounts as part of the cash on hand in department.

Allocation of Expenses	This area is to summarize the information by account and research code. If more lines are required, you can do it on a separate sheet and attach to the form. Due to the large number of merged cells, this cannot be done by using Excel's data, sort function.
Signatures	Correct signatures are vital to prompt processing of payment requests. Forms with incomplete or incorrect signatures will be returned.
Custodian	This signature acknowledges that the custodian has maintained the Petty Cash Fund according to the Petty Cash Policy
Authorized Approver	The Authorized Approver is required to approve this form because the cheque will be processed in the name of the custodian completing the form.

Please refer to the Petty Cash Policies and Procedures located on the Financial & Administrative Services website for guidelines surrounding eligible and ineligible expenses.