INSTRUCTIONS FOR PETTY CASH VOUCHER

September 2011

The Petty Cash Voucher form is to be completed before the custodian makes payments from the petty cash fund. Using the voucher ensures that the custodian gets all required signatures before paying out a claim.

Original receipts must be attached to the voucher.

Payment Information	**Details**	Enter details such as supplier, description of item purchased.
	Amount including HST amounts	Enter the appropriate amounts from the invoice. The total amount of the invoice is inputted into the system and the HST amount is entered separately. The system will calculate the rebate and removes it from the account.
	Account Number	Input the account number that you wish to use. It should be listed in the form XXX-XXX-XXX.
	Research Code	The research code is **required** to be entered for accounts starting with 33X. Omission of this code will delay process of payment. The list of Research Code is available at the bottom of the form.
	Totals	The totals will automatically calculate within excel. Ensure that the total on the voucher is equal to the total of receipts received.
Signatures	Correct signatures are vital to prompt processing of payment requests. Payments through Petty Cash are subject to the same authorizations as payments through any other form of payment.	
Payee/Researcher	This signature acknowledges that the signer approves of the expenses and agrees that they relate to University business and will not be reimbursed by any other sources. In the case of a research expense, the signature also shows that the research certifies that expenses are for research purposes for which the grant was received and will not be reimbursed by any other sources.	
Immediate Supervisor	The signature of the Immediate Supervisor of the payee (not the petty cash custodian) is required. No individual can sign for payments to themselves. Their Immediate Supervisor must also approve the expense. It is the Immediate Supervisor's responsibility to ensure that expenditures follow the purchasing policy of the University and the research granting agency before approving the request for payment.	