

## University of Alaska Fairbanks Petty Cash Voucher

### Instructions

- 1) You may only be reimbursed if your department does not have a petty cash fund.
- 2) The original receipt(s) must accompany this voucher.
- 3) Maximum amount reimbursable is \$100.
- 4) The person receiving funds must sign this form and present photo ID.
- 5) You may not receive reimbursement for the following:
  - a) Personal Services (All 1XXX account numbers)
  - b) Travel (All 2XXX account numbers, except Mileage on 2006)
  - c) Contractual Services accounts 3005 – 3013
  - d) Food Items filed with a Rep Allowance form.
  - e) Capital Expenditures (All 5XXX account numbers)
  - f) Student Aid (All 6XXX account numbers)
  - g) Entertainment Items (Account 8115)

See [Statewide Accounting Manual Procedures](#)

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### UAF Petty Cash Voucher

Paid To: \_\_\_\_\_ Dept: \_\_\_\_\_ Box #: \_\_\_\_\_

#### Detail and Account Data

Description / Purpose of Expenditure	Fund	Org	Account	Amount
<b>Total Funds</b>				<b>\$</b>

Signature of Payee (Person actually receiving the funds)

Date

Approving Signature (Payee's Supervisor or Department Head)

Date