

## UAF/Institute of Northern Engineering Petty Cash Voucher

**Instructions:**

- 1) You can only be reimbursed if your dept. does not have a petty cash fund.
- 2) Original receipt(s) must accompany this voucher.
- 3) Maximum reimbursable amount is \$100
- 4) The person receiving the funds must sign this form and show picture 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; 2080)
  - c) Contractual services (3005-3013 account numbers)
  - d) Food Items (exception - account 4008 with rep. allowance form)
  - e) Capital Expenditures (all 5XXX account numbers)
  - f) Student aid (all 6XXX account numbers)
  - g) Entertainment items (account 8115)
  - h) Any 3XXXXX funds, unless approves by Budget and Cost Records

Paid To: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Dept: \_\_\_\_\_ Box #: \_\_\_\_\_

Description/Purpose of Expenditure	Fund (6)	Org (5)	Acct (4)	Amount
<b>Total</b>				<b>\$</b>

Signature of payee (Person receiving funds) \_\_\_\_\_ Date \_\_\_\_\_

Approving Signature (Payee's supervisor or department head) \_\_\_\_\_ Date \_\_\_\_\_

(Office Use Only)

Budget Check (Intl) \_\_\_\_\_ Date: \_\_\_\_\_