



OFFICE OF THE BURSAR

University of Alaska Fairbanks
P.O. Box 757640, Fairbanks, Alaska 99775-7640

Petty Cash Voucher

Instructions:

- 1) You may only be reimbursed if your department does not have a petty cash fund.
- 2) Original receipts must accompany vouchers to support expenditures, except for minor items (under \$25) for which receipts are not reasonably obtainable.
- 3) Maximum amount reimbursable is \$100.
- 4) The person receiving the funds must sign this form and present photo ID.
- 5) You may not receive reimbursement for the following:
 - a) Personal Services (All 1XXX account codes)
 - b) Travel advances or expenses, except for incidental parking and mileage reimbursements
 - c) Contractual Services for Professional Fees or Representational Allowance type services (account codes 3005 through 3013 & 3018 & 3038)
 - d) Food / Décor for Special Events or Self-catering for Sponsored Projects (account codes 4008 & 4018 & 4038)
 - e) Capital Expenditures (equipment, 5XXX account codes)
 - f) Student Aid type expenditures (6xxx account codes)
 - g) Entertainment type expenditures (account code 8115)
 - h) Check cashing or loans (I.O.U.'s)

(See Accounting and Administrative Manual C-04)

Paid to: _____ Date: _____

Department: _____ Box # _____ Phone # _____

Description	Fund	Org	Actv (aka W.O.#)	Acct	Amount
					\$
					\$
					\$
					\$
					\$
					\$
Purpose of Expenditure:				Total Funds	\$

Payee Signature: _____ Date: _____
(Person actually receiving the funds)

Approving Name (printed): _____ Phone: _____

Approving Signature: _____ Date: _____
(Payee's Supervisor or Department Head)

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