

Petty Cash Reimbursement Request for Amount under \$150

POLICY

Cash reimbursements for purchases with personal funds are governed by

- UC Business and Finance Bulletin BUS-43, Materiel Management Purchase Transactions, Part 3.
- UC Accounting Manual, Cash: Petty Cash Disbursements C- 173- 61
- UCSB Policy 5255, Operation of Petty Cash Funds

INSTRUCTIONS

- Use only for purchases totaling less than \$150
- Within this box, or on attached page, securely mount original receipts with tape. Do not overlap or cover other parts of form.
- Complete bottom part of form providing FULL ACCOUNTING UNIT data and the four letter OWNER CODE for your department.
- Completed form must be APPROVED BY person with budget signature authority or by person authorized to sign for purchases on budget's associated Low Value Purchase Authorization.
- Internal controls, such as separation of duties, should be observed. Therefore, APPROVED BY person may not be same person who receives payment.
- Retain copy in department file.

PRESENT FORM AT CASHIERS OFFICE

FOR PAYMENT IN CASH.

DO NOT SEND TO ACCOUNTING.

DEPARTMENTAL AUTHORIZATION

DATE	DEPT. OWNER CODE	PERSON INCURRING EXPENSE	GRAND TOTAL (Less than \$150)
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JUSTIFICATION FOR EXPENDITURE

NAME OF BUDGET TO BE CHARGED	PREPARED BY	EXT	APPROVED BY	ACCOUNTING
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Loc	Account	Fund	Sub	Obj Code	Cost Centr	Cost Type	Project	AMOUNT

TO BE COMPLETED AT CASHIERS OFFICE

I ACKNOWLEDGE RECEIPT OF THE ABOVE AMOUNT <input checked="" type="checkbox"/>	DATE	
NAME OF PERSON RECEIVING CASH (PLEASE PRINT)	CASHIER'S INITIALS	