



UNIVERSITY OF WASHINGTON  
**PETTY CASH VOUCHER**  
 PURCHASING DEPARTMENT

1. CHECK ONE ONLY  
 Advance  
 Reimbursement

2. Department: create your own identifying consecutive number system and enter a number here.

**PC**

This form must be completed and approved prior to obtaining a reimbursement or an advance.

AUTHORIZATION SIGNATURE REQUIRED FOR ADVANCE/REIMBURSEMENT OF FUNDS

3. Departmental Approval--Chairperson's/Designee Signature							4. Box Number						
5. Budget Name							6. Budget Number						
7. Advance/Reimbursement Date			8. Department			9. Department Phone Number							
10.	Description of items purchased ▼ (One receipt per line)						11. Receipt Total including Tax (Limit \$200 per Receipt)	12. Obj.	13. Sub. Obj.	14. Sub. Sub Obj.	15. Task	16. Option	17. Project
1													
2													
3													
4													
5													
6													
7													
8													

COMPLETE ONLY THE AREA PERTINENT TO YOUR CLAIM

18. <input type="checkbox"/> PETTY CASH ADVANCE ONLY Department Enter Cash Advance Total Amount \$ <input type="text"/>		19. <input type="checkbox"/> PETTY CASH REIMBURSEMENT ONLY Department Enter Cash Reimbursement Total Amount \$ <input type="text"/>	
I certify that I have received the above cash advance to be expended as proper charges to the University of Washington and the account also indicated above. I agree to account for this advance within 5 working days or allow it to be deducted from any funds due me by the University.		I certify that I have received the above reimbursement for expenditures that are proper charges to the University of Washington and the budget account indicated above.	
PERSON PICKING UP THE FUNDS		PETTY CASH CUSTODIAN ONLY	
20. Name (Please Print)	21. Signature	22. Check Applicable Box <input type="checkbox"/> STUDENT <input type="checkbox"/> FACULTY <input type="checkbox"/> STAFF <input type="checkbox"/> RETIREE	23. Signature

PURCHASING USE ONLY

24. Signature of Person Clearing Advance	25. Date	28. Amount Advanced	
		29. Less Amount Returned by Department	
26. Signature of Custodian Clearing Advance	27. Date	30. Add Amount Due to Department	
		31. Amount Spent/to be Charged to Department Budget	

UoW 1243 (Rev.11/07)

SIGNATURES SHOWING DEPARTMENTAL APPROVAL AND PERSON PICKING UP FUNDS ARE REQUIRED (THESE TWO SIGNATURES AND NAMES CANNOT BE THE SAME). BRING THE SIGNED ORIGINAL OF THIS FORM ALONG WITH RECEIPTS AND CURRENT UW STAFF/FACULTY, STUDENT IDENTIFICATION OR DEPARTMENTAL PAYROLL CARD TO THE PETTY CASH OFFICE.

For procedures and hours of operation see:  
**PETTY CASH WEB PAGE**  
[http://www.washington.edu/admin/purchasing/petty\\_cash.html](http://www.washington.edu/admin/purchasing/petty_cash.html)

## INSTRUCTIONS FOR COMPLETING PETTY CASH VOUCHER

- Item 1: Indicate whether you are applying for a cash advance or reimbursement. Check only one. Use two vouchers if both transactions are needed.
- Item 2: Department-issued number will appear on appropriate budget reports to identify transaction(s). Department should create a consecutive number system to identify these forms.
- Item 3: Obtain *authorized departmental signature*. This signature cannot be the same as the person picking up the funds. The signature must be in ink; no signature stamp is permitted.
- Item 4: Enter mail box number of authorized signer.
- Item 5: Enter official budget name. Do not use unauthorized abbreviation.
- Item 6: Enter six-digit budget number which identifies the budget to be charged.
- Item 7: Enter the date cash is received from Petty Cash.
- Item 8: Enter the name of requesting department (sometimes the same as the budget title).
- Item 9: Enter department telephone number.
- Items 10, 11: When requesting *reimbursement*, itemize\* the purchases and receipt totals. Original receipts must be attached. Photocopies are not acceptable.

(See Web Page [http://www.washington.edu/admin/purchasing/petty\\_cash.html](http://www.washington.edu/admin/purchasing/petty_cash.html) for definitions and restrictions concerning receipts. **Reimbursement is limited to \$200 per receipt.**)

When requesting an *advance*, describe specifically\* the items to be purchased and the approximate costs. Receipt(s) and remaining cash must be presented to Petty Cash within five working days from date of advance.

\* *"Miscellaneous" and "supplies" are not adequate descriptions.*

- Items 12, 13: Enter the appropriate object and sub-object code for each item. In general, supplies can be coded 05-99, services 03-99. Travel must be specifically coded. Petty Cash *cannot* use 04-51.
- Items 14 - 17: Used by authorized departments as approved by General Accounting or Grant & Contract Accounting.
- Items 18, 19: Check only the section pertinent to your claim, not both (should be the same as item 1). Add amounts under item 11 and enter the total dollar amount.
- Item 20: Print or type the name of the person picking up the funds for the advance or reimbursement.
- Item 21: Signature of person picking up the funds (any person from the department can use their own University of Washington identification or the department's payroll card to pick up funds for others).
- Item 22: Check the applicable box. The person picking up the funds must present his/her current University of Washington identification (faculty, staff, student, or department's payroll card) to receive cash.
- Items 23 - 31: **For Petty Cash Office Use Only.**

Refer to the Web Page: [http://www.washington.edu/admin/purchasing/petty\\_cash.html](http://www.washington.edu/admin/purchasing/petty_cash.html) for further details or changes in procedure.