# **Petty Cash Replenishment Summary - Instructions**

Please review Business Procedure Manual (BPM) for policies and procedures affecting petty cash.

Purpose: To summarize multiple Petty Cash Vouchers into one request for replenishment.

# **Processing Flow:**

- Individual requesting replenishment prints their department name, mail stop code, name and phone number on Replenishment Summary.
- Summarize and enter Indexes and Accounts and amoutns to be charged for multiple Petty Cash Vouchers.
- Attach Petty Cash Vouchers.
- Sign form as a verification that charges are appropriate and acknowledge the charges are legitimate petty cash expenses within the University.
- Present Replenishment Summary and all attachments to the Cashier's Department located in Educational Service Center for pay out of cash.



ROUTING

Optional form - to be used only if submitting multiple Petty Cash Vouchers. **Petty cash vouchers and supporting documentation must be attached to this form.** 

## **SECTION 1: REQUESTOR INFORMATION**

Requestor Name: \_\_\_\_

\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail Address: \_

Department Name: \_\_\_\_\_

#### \_\_\_\_\_ MSC: \_\_\_\_\_

### **SECTION 2: REQUEST DETAILS**

Summary of Indexes and Accounts to be charged for replenishment.

Index (FOPAL)	Account	Amount	Description
Total to be Replenished:			

# **SECTION 3: REQUESTOR APPROVAL**

Requestor Printed Name: \_\_\_\_

\_ Signature: \_

\_\_\_ Date: \_