

SECTION: Business Affairs/Purchasing
SUBJECT: Petty Cash Voucher for Expense Reimbursement

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Petty cash voucher for expense reimbursement

A Petty Cash Voucher may be used for expense reimbursement of \$100 or less and should always include:

- 1. attached receipts and/or
- 2. detailed explanation of expenditures.

Descriptions such as the following are not acceptable: “petty cash”, “miscellaneous supplies”, “travel”, “mileage”, etc.

Proper descriptions for travel would include the destination, make and model of the automobile, number of miles, and rate per mile. In addition, proper documentation for supplies would be a list of the types of supplies purchased.

Please be aware that the Cashier’s Office will not honor Petty Cash Vouchers without proper documentation and receipts.

It is permissible for department heads to approve Petty Cash Voucher reimbursements payable to themselves, so long as all other stipulations for using Petty Cash Vouchers are followed.

SAMPLE FORM

ASBURY COLLEGE	Date _____
PETTY CASH VOUCHER	
\$ _____	Acc’t No. _____
Pay to _____	
_____ Dollars	
For _____	
<i>If more space is required write on back. Attach receipts, etc.</i>	
DEPARTMENTAL APPROVAL	RECEIVED PAYMENT
_____ Signature	_____ Signature