

Petty Cash is money kept on hand in the Bursar's Office for minor departmental expenditures such as supplies.

Petty Cash Guidelines:

1. A petty cash voucher must be completed for each expenditure and original receipts must be attached.
2. The maximum amount for each expenditure is \$20 and the petty cash limit is \$20 per day per department.
Any expenses over the \$20 limit will require a check request and reimbursement through the Accounts Payable department.
3. A complete 15 digit account number is required.
NO PETTY CASH WILL BE DISTRIBUTED UNLESS THE GL # IS COMPLETE.
4. ALL PETTY CASH VOUCHER MUST BE SIGNED BY THE APPROPRIATE DEPARTMENT HEAD.
5. Petty Cash vouchers can be printed at: <http://www.rwu.edu/business-affairs/forms-resources>

CUT INDIVIDUAL FORMS BELOW

-----CUT HERE-----

RWU - PETTY CASH FORM		RWU - PETTY CASH FORM		RWU - PETTY CASH FORM	
Date		Date		Date	
Amount - attach Orig. Rcpts = Amt Requested		Amount - attach Orig. Rcpts = Amt Requested		Amount - attach Orig. Rcpts = Amt Requested	
Reason: Use back of form to explain further if necessary		Reason: Use back of form to explain further if necessary		Reason: Use back of form to explain further if necessary	
Budget G.L.# 15 digits		Budget G.L.# 15 digits		Budget G.L.# 15 digits	
Example xx-xxxxxxx-xxxxx-x		Example xx-xxxxxxx-xxxxx-x		Example xx-xxxxxxx-xxxxx-x	
Approved by: (Printed Name)		Approved by: (Printed Name)		Approved by: (Printed Name)	
Approved By: signature		Approved By: signature		Approved By: signature	
Bursar Office Use		Bursar Office Use		Bursar Office Use	
Date Distributed: by Bursar Rep.		Date Distributed: by Bursar Rep.		Date Distributed: by Bursar Rep.	
Received By: (Printed Name)		Received By: (Printed Name)		Received By: (Printed Name)	
Received By: Signature ID Required		Received By: Signature ID Required		Received By: Signature ID Required	
Processed by: (Bursar Rep)		Processed by: (Bursar Rep)		Processed by: (Bursar Rep)	