

Instructions for Completion of the Multi-line Petty Cash Voucher - USNH-F45A

THIS FORM REQUIRES:

- All charges MUST BE to the same FOAPAL.
- Each must have a separate PCV number.
- Each must have an authorized signature (see below for additional information)
- Each must be signed for by the recipient.

If all these cannot be applied to your reimbursement request, use Form USNH-F45.

Heading information - this is the same for all PCVs listed.

DEPARTMENT name as listed in the original fund request form.

EXPENSE TYPE is the kind of expense all of the PCVs listed are for.

FOAPAL is the complete Banner account number (Fund-Orgn-Acct-Prog-Actv) to be charged, including the proper account code.

Line information - each line is a separate PCV

Petty Cash Voucher Number shows that each Petty Cash Voucher is numbered consecutively by the department beginning with No. "1" at July 1 of each fiscal year and follow the guidelines established on each campus.

DATE is the date the voucher is completed. In an imprest checking account, this should also be the date on the check.

Paid To is the printed name of the vendor or individual paid for goods/services and the date of payment. In an imprest checking account, "Paid To" should be the payee shown on the check. (*Note: Normal vendor invoices should be addressed directly to the appropriate business center and entered into Banner to enable payment by a USNH computer-generated general disbursement checks so that the integrity of the CUFFS vendor files may be maintained and tax laws may be complied with.*)

Description, date and Purpose provide a clear description of goods or services purchased and the business purpose of the expenditure. In a business meal, the names of the individual participants, the topics discussed and the restaurant must be stated. If business mileage is being reimbursed, a vendor invoice is not needed -- a statement as to the destination, purpose, number of miles, and the applicable rate will suffice, for example:

"To UNHM for Trustee Meeting, 72 miles @ \$.24 = \$17.28."

A separate Travel Expense Voucher is NOT required when paying for daytime travel from petty cash if the Petty Cash Voucher is properly prepared.

Amount is the amount paid.

Authorized Account Signature must be the signature of an individual authorized to expend from the FOAPAL listed on the Petty Cash Voucher. The authorized account signature may or may not be that of the petty cash Custodian. An employee is not permitted to approve his or her own Form USNH-F45A.

Received by Signature must be signed by the individual receiving payment, or returning funds if this is a revised amount, from the Custodian at the time the cash changes hands. In an imprest check drawn to a vendor, the individual picking up the check for the vendor should sign.

Total Amount is the sum of all the PCVs listed on the document.

Petty Cash Custodian signs as the preparer.