



UNIVERSITY OF WASHINGTON

PETTY CASH VOUCHER

DEPARTMENT OF AERONAUTICS & ASTRONAUTICS

| | |
|--------------------------|-------|
| Business office use only | |
| Voucher No. | _____ |
| BusOfc Date: | _____ |

| | |
|--|----------------------|
| Person Requesting Petty Cash Reimbursement: _____ | Phone: _____ |
| _____ | Email address: _____ |
| Budget Number: _____ | Budget Title: _____ |
| Principal Investigator or Approved Signature: _____ | |
| NOTE: Purchases may not exceed \$700 per individual item or registration fee (exclusive of sales tax or shipping/handling fees) OR \$1500 per Travel Expense Voucher (TEV). | |

ELIGIBLE PURCHASES

Petty Cash may be used to purchase the following items needed to conduct official business: SUPPLIES, NON-PERSONAL SERVICES, REGISTRATION FEES, FERRY and BRIDGE TOLLS, CAR RENTALS, TAXI FARES, PARKING and MILEAGE. **Mileage reimbursements must include a signed Petty Cash Mileage Form along with the completed Petty Cash Voucher.** The travel must comply with all provisions of the UW Administrative Policy Statements, Section 70. **Petty Cash cannot be used to reimburse per diem.**

SUPPORTING DOCUMENTATION

Receipts MUST be in the form of an original invoice, sales slip, cash register receipt, or in the case of mileage, **a Petty Cash Mileage Form.** Receipts, including credit card receipts, must include the vendor name, description of item(s), and show that payment was made.

INSTRUCTIONS FOR COMPLETING THE PETTY CASH VOUCHER

Please be concise and write legibly to expedite payment.

1. Complete upper portion of form (Person requesting reimbursement, including phone and email address; budget number and title, and approval signature).
2. In the boxes below, list the purpose of the expenditure(s). PLEASE NOTE: Your reimbursement cannot be processed without this information.
3. List purchases (EACH LINE BELOW REPRESENTS ONE RECEIPT)
4. Make 1 photocopy of each receipt (you may fit up to 6 original receipts on one copied sheet).
5. Attach the original receipt(s) and the photocopied receipt(s) to the completed Petty Cash Voucher.
6. Return completed paperwork to AERB120.

PURPOSE:

| | DESCRIPTION | PURCHASED FROM | AMOUNT | BUS. OFC. USE ONLY | |
|----------------------|-------------|----------------|--------|--------------------|----------|
| | | | | USE TAX | OBJ CODE |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| TOTAL AMOUNT: | | | | | |

SIGN WHEN PICKING UP CHECK

| | | |
|------------------|-------------|-----------------|
| Signature: _____ | Date: _____ | Check No. _____ |
|------------------|-------------|-----------------|