

Petty Cash Policy

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 \$50 and the petty cash limit is \$50 per day per department.
Any expenses over the \$50 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/about/administration/bursar/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) | |