

# HOW TO COMPLETE PETTY CASH FORM

- Complete date, department and reason of request;
- Complete Payee's information-including Banner ID #.
- FOAP to be charged: The FOAP is the funding source of the request. It is the appropriate area from which to use funds to pay for the request. Whatever area benefited from the expenditure should fund the request. Do not enter the total amount due. As you complete each unit cost, the Total Column will automatically populate.
- Enter the item(s) purchased along with quantity and unit cost of each item.
- Enter brief description of item purchased.
- Upon completion of form, make sure that the total amount due to recipient populates the FOAP line.
  - Sales tax is reimbursable but efforts should be made to present Certificate of Exemption form.  
***YSU is sales tax exempt and when purchasing items for University use, a copy of the YSU Tax Exempt Form should be presented upon purchase. [Purchasing Policies & Procedures](#)***
- The Petty Cash form must be signed by the Financial Manager for the FOAP.  
If the Financial Manager is the payee, the Financial Manager's supervisor must sign the form.
- Authorized Supplies Expense Accounts are:

701105	Office Supplies
701110	Instructional Supplies
701115	Instructional Chemical Supplies
701120	Maintenance Supplies
701123	Janitorial Supplies
701125	Uniforms Safety Equipment and Supply
701135	Furnishing Supplies
701140	Non-Instructional Computers and Software
701141	Instructional Computers and Software
701145	Subscriptions Books and Reports
701155	Miscellaneous Supplies
- The **original itemized** receipt(s) or invoice showing payment indicating date, amount, item description, vendor name and address **must** accompany the petty cash form.
- Requests for petty cash must be submitted within 30 days of the transaction.

## PROCESSING

- Forward the completed petty cash form and accompanying receipts to Procurement Services/Petty Cash located in Jones Hall.
- Upon review and approval, a voucher will be issued.
- Questionable purchases may be referred for upper administrative approval.
- When petty cash is issued, recipient will receive voucher and receipts via campus mail along with email notification.

## PAYMENT

- Reimbursements of personal funds are obtained in the Student Accounts & University Receivables Department located in Meshel Hall within 30 days of issuance.

The following are required to receive reimbursement:

- Approved Petty Cash Voucher Form (FA 301)
- Original receipts and/or invoice marked PAID
- YSU identification card



<b>DATE:</b>	<b>DEPARTMENT:</b>
<b>PURPOSE OF REQUEST:</b>	

<b>PAY TO:</b>	
Banner ID (Y-Number):	<b>SEND INTEROFFICE TO DEPARTMENT</b>
<b>PHONE:</b>	
<b>BUILDING/ROOM NUMBER:</b>	

**FOAP Information**

Fund	Org	Account	Program	Total

**Accounting Data**

Line	Item	Quantity	Unit Cost	Total
1				
<i>Description:</i>				
2				
<i>Description:</i>				
3				
<i>Description:</i>				
4				
<i>Description:</i>				
5				
<i>Description:</i>				

Submitted by	Extension
--------------	-----------

Authorized Department Signature (Financial Manager)	/	Print Name	Date Signed
---	---	------------	-------------

Send completed form and required documentation to:  
 Procurement Services – if you have questions, call x 2313

<b>Reviewed by Procurement Services:</b>	(Initials)	(Date)
--	------------	--------