Supplier ID
For office use

University College Cork
Finance Office

Petty Cash Claim Form

The Petty Cash Form must include the Cost Centre and Project Code, Department Name, signature of Head of Department / Authorised Signatory and the name of the person that completed the return.

- Petty Cash is only to be used to pay small sundry items within the department.
- It is not to be used to refund expenses to employees, pay supplier invoices etc.
- The only money that should be used as a float for Petty Cash is the cheque issued from the Finance Office. Money collected within the department for sundry items such as photocopying should not be used as Petty Cash.
- Please ensure all the receipts are supplied for all items of expenditure as we cannot guarantee reimbursement of items that do not have back-up documentation.
- Please ensure that your **FLOAT AMOUNT** is filled out clearly.

Department/Unit Name:

DATE	RECEIPT # *Please number all receipts*	DESCRIPTION *Please provide detail of expenditure under the corresponding receipt no.*	AMOUNT €
Total receipts in €			**€**
Cash left in Petty Cash Box			**€**
Total Float Amount			**€**
Cheque Requested			**€**

Account Code 3870	**Cost Centre**	**Project Code**

Form completed by: _____

Authorised by (Head of Department/Unit/Budget Holder): _____

All queries on this form to be sent to Accounts Payable expenses@ucc.ie Form issued by Finance Office January 2018