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University of Louisville
PETTY CASH VOUCHER

Individuals seeking reimbursement for small out-of-pocket expenditures made on behalf of the University may use this form. The individual seeking reimbursement should fill in the paper version.

Once the form has been completed it should be approved by supervisor with signature authority for the account to be charged. The form and the original itemized receipt showing proof of payment (amount paid and method of payment) are required. If the receipt does not indicate the amount paid and the method of payment (cash, check or credit card), a secondary document, such as a copy of the redacted credit card statement (account number blacked out) or a copy of the cancelled check is required. These items should be taken to one of the reimbursement points where it can be exchanged for cash. At the time of reimbursement, the payee will be required to show photo ID that confirms their identity and matches the name on the form.

The Bursar's Office staff will not attempt to confirm the appropriateness of this expense. It is the responsibility of the authorizer to confirm that it is an appropriate charge to the indicated account and is in compliance with all applicable procurement policies.

Departments should maintain a record of approved petty cash vouchers.

DEPARTMENT NAME: _____ DATE: _____

ACCOUNT NAME: _____

SPEED TYPE: _____ PS ACCOUNT: _____

AMOUNT (NOT MORE THAN \$50.00) _____

DESCRIPTION OF EXPENSE:

Payee's Signature: _____

Payee's Printed Name: _____

Supervisor Signature: _____

Supervisor Printed Name: _____

EMAIL: _____ CAMPUS EXT: _____

The person seeking reimbursement and the person responsible for the account must sign the reimbursement voucher. Individuals may not approve their own reimbursement or that of a spouse, relative or household member.