

Instructions for Completion of USNH Petty Cash Voucher - Form USNH-F45

PAID TO is the printed name of the vendor or individual paid for goods/services and the date of payment. In an imprest checking account, "Paid To" should be the payee shown on the check. (Note: Normal vendor invoices should be forwarded to the appropriate business unit for entry and payment via USNH computer-generated general disbursement checks so that the integrity of the General Ledger and Vendor history may be maintained and tax laws may be complied with.)

DATE is the date the voucher is completed. In an imprest checking account, this should also be the date on the check.

PCV NUMBER so that each Petty Cash Voucher is numbered consecutively by the department beginning with No. "1" at July 1 of each fiscal year and follow the guidelines established on each campus, this should be a unique number to the custodian for purposes of reference in the future.

Description and Purpose provide a clear description of goods or services purchased and the business purpose of the expenditure. In a business meal, the names of the individual participants, the topics discussed and the restaurant must be stated. If business mileage is being reimbursed, a vendor invoice is not needed -- a statement as to the destination, purpose, number of miles, and the applicable rate will suffice, for example:

*"To UNHM for Trustee Meeting, 72 miles @ \$.24 = \$17.28."*

NOT required when paying for daytime travel from petty cash if the Petty Cash Voucher is properly prepared.

Original Amount is the amount paid, then total the detail lines.

Revised Amount is used only when a short-term advance proved to be more or less than the final cost of the item (see Section 2, "Advance Payments to Employees" in [Procedure 04-001 – Petty Cash Funds](#)).

Initials must be signed by the individual receiving payment, or returning funds if this is a revised amount, from the Custodian at the time the cash changes hands. In an imprest check drawn to a vendor, the individual picking up the check for the vendor should sign.

FOAPAL is the complete the Banner account number to be charged, including the proper account code.

PREPARED BY is the preparer, if other than the Custodian of this fund.

AUTHORIZED ACCOUNT SIGNATURE must be the signature of an individual authorized to expend from the Banner account(s) listed on the Petty Cash Voucher. The authorized account signature may or may not be that of the petty cash Custodian. An employee is not permitted to approve his or her own Form USNH-F45.

RECEIVED BY is a signature of the individual physically receiving the funds, or check.

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A separate Travel Expense Voucher is NOT required when paying for daytime travel from petty cash if the Petty Cash Voucher is properly prepared.

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