

**Instructions for Completion of the Multi-line Petty Cash Voucher - USNH-F45A**

**THIS FORM REQUIRES:**

- | All charges MUST BE to the same FOAPAL.
- | Each must have a separate PCV number.
- | Each must have an authorized signature (see below for additional information)
- | Each must be signed for by the recipient.

If all these cannot be applied to your reimbursement request, use Form USNH-F45.

**Heading information - this is the same for all PCVs listed.**

DEPARTMENT name as listed in the original fund request form.

EXPENSE TYPE is the kind of expense all of the PCVs listed are for.

FOAPAL is the complete Banner account number (Fund-Orgn-Acct-Prog-Actv) to be charged, including the proper account code.

**Line information - each line is a separate PCV**

Petty Cash Voucher Number shows 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.

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

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 addressed directly to the appropriate business center and entered into