



OFFICE OF THE BURSAR

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Petty Cash Voucher

Instructions:

- 1) You may only be reimbursed if your department does not have a petty cash fund.
- 2) Original receipts must accompany vouchers to support expenditures, except for minor items (under \$25) for which receipts are not reasonably obtainable.
- 3) Maximum amount reimbursable is \$100.
- 4) The person receiving the funds must sign this form and present photo ID.
- 5) You may not receive reimbursement for the following:
 - a) Personal Services (All 1XXX account codes).
 - b) Travel advances or expenses, except for incidental parking and mileage reimbursements.
 - c) Contractual Services for Professional Fees or Representational Allowance type services (account codes 3005 through 3013, 3018 and 3038).
 - d) Food / Décor for Special Events or Self-catering for Sponsored Projects (account codes 4008, 4018 and 4038).
 - e) Capital Expenditures (equipment, 5XXX account codes).
 - f) Student Aid type expenditures (6xxx account codes).
 - g) Entertainment type expenditures (account code 8115).
 - h) Check cashing or loans (I.O.U.'s).

(See [Accounting and Administrative Manual C-04 Petty Cash Funds](#))

Paid to: _____ Date: _____

Department: _____ Box # _____ Phone # _____

Description	Fund	Org	Actv (aka W.O.#)	Acct	Amount
					\$
					\$
					\$
					\$
					\$
					\$
Purpose of Expenditure:				Total Funds	\$

Payee Signature: _____ Date: _____
(Person actually receiving the funds)

Approving Name (printed): _____ Phone: _____

Approving Signature: _____ Date: _____
(Payees's Supervisor or Department Head)

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