

## UNIVERSITY OF MICHIGAN - CASHIER'S OFFICE

### CENTRAL CAMPUS

2226 Student Activities Building

Phone (734) 764-7447

Fax (734) 647-0061

### MEDICAL CAMPUS

2B222 University Hospital

Phone (734) 936-6906

Fax (734) 936-6910

## PETTY CASH PROCEDURES FOR DEPARTMENTS

The person receiving the cash must completely fill out the top portion of the form. All receipts must be taped (no staples) to the front side of the form, not overlapping. Additional blank sheets may be used, receipts taped to one side only.

**Each original receipt must have an authorized signature and a description of items purchased written on it.**

An authorized signature is required at the bottom of the form.

Petty Cash on Federal Fund accounts (fund 20000) can not be used for food items.

Maximum of \$200.00 per receipt, a maximum of \$200.00 per person, per day.

Cash only.

### NO HOSTING ON PETTY CASH

#### ACCEPTABLE RECEIPTS:

Original Receipts  
Original Canceled Checks or  
Bank Statement  
Original Credit Card Statements  
Original Telephone Bills  
Original Invoices  
Receipts Via Web

#### ACCEPTABLE ITEMS:

Office supplies  
US Postal Services, Stamps  
Computer Lab use  
Required Class Expenses (Lab Fees)  
Telephone toll charges (flat rate excluded)  
Food items for office use (hosting excluded)  
Snacks for office meeting-donuts, bagels, cookies, coffee, pop (Meals not acceptable)  
Required Medical Expenses (physical exams & rehabilitation)  
Gas for a University vehicle (must have vehicle number included on the receipt)  
Drivers Test Fee (test required by University)  
Conference Registration Fees  
Permit Fees  
Subscriptions  
Comcast Internet Service (for research only)  
Food, Dinner, Movies (**MED REHAB ONLY**)

#### RECEIPTS THAT ARE NOT ACCEPTABLE:

Photo copies of any receipts must be the original itemized receipt.

Documents not showing an amount or method of payment (invoices, order confirmations, etc.)

Receipts for:

- Food purchased in pizza, fast food or other restaurant establishments
- Food used to host an event
- Services (shipping and freight services other than US Postal Services, repairs, rentals, etc.)
- Advertisements (considered a service)
- Gas for personal or rented vehicles from outside agencies
- Parking or Parking Tickets
- Rented vehicles and related expenses (this includes Zipcars, U-Haul, etc.)
- University Parking permits
- Bus tokens to and from work.
- Cab fare or Limousine service
- Greeting cards and gift wrap
- Flowers, gifts or gift cards & certificates
- Tickets to events
- Membership dues
- Internet access-monthly service fees



The University of Michigan  
**PETTY CASH FORM**

**Instructions:**

1. fill the form as so, let a instructor sign the receipts
2. make a copy of everything for the instructors
3. Give Yolonda the petty cash form
4. pick the form back from Yolonda a week later
5. go to Credit Union on north campus, you will get cash (bring your UMID & driver's license/passport/... )

Please complete this form in its entirety. Without this information you cannot be reimbursed through our petty cash fund. Each original receipt must have an authorized signature and a description of items purchased written on it. A maximum of \$200.00 per receipt, \$200.00 per day. Please tape all of your receipts (No staples) to this form in the space provided, if necessary additional blank sheets may be used. Bring the completed form to the appropriate office for reimbursement. Two pieces of valid identification are required.

Department EECS/CSE  
Telephone # #764-1688  
UMID# <your UMID>  
Reason for Purchase EECS 473 project  
Numerical Amount \$ <less than \$200, e.g. \$123.45>  
Written Amount <e.g. One Hundred twenty three and 45/100 dollars>  
Name Printed <your name>  
(person receiving cash)

Signature <your signature, do not sign it until you go to Credit Union>  
(I acknowledge receipt of the above stated cash amount.)

**ChartField Combination**

Bus Unit	Account	Fund	Department	Program	Class	Project/Grant
(6)	(6)	(5)	(6)	(5)	(5)	
UMICH	618350	30000	215900	CHDIS	11000	G016253

**Your receipt**  
1. original and itemized  
2. showing amount  
3. method of payment

Tape receipts in this space (no staples).  
If necessary, additional blank sheets may be used.

**IMPORTANT**

Each original receipt must have written on it:

- An authorized signature
- A description of items purchased

Your reimbursement will not be processed if any of the above items are omitted.

Put description on each receipt

Let a instructor sign each receipt

I certify that the terms, restrictions, and qualifications set forth in this form's administration policy are met and that the payments are in compliance with all conditions imposed by the funding source.

**Kelly Cormier CSE Dept Manager**

Approver Name\* & Title

**764-8505**

Approver Phone Number & Uniqname

Approver Signature

Date

(M-Pathways Authorized Purchaser, Project Director, Department Manager  
or Department Manager's Higher Administrative Authority)

\*Individual(s) signing as the authorized signer and/or approver must not be the individual receiving reimbursement.