

UNIVERSITY OF WASHINGTON

PETTY CASH VOUCHER

DEPARTMENT OF AERONAUTICS & ASTRONAUTICS

Business office use only

PC

XR

Received Date

Person Requesting Petty Cash Reimbursement:  
(Name in the UW System)

Phone:

Email address:

Budget Number

Budget Title:

PCA CODE:

Principal Investigator or Approved Signature:

☐ Yes ☐ No

If **Yes**: e-Reimbursements may not exceed \$3500 per individual item (exclusive of sales tax or shipping/handling fees) or \$3500 per petty cash request. Direct Deposit will be made within a week after the final approval.

If **No**: Reimbursements may not exceed \$700 per individual item (exclusive of sales tax or shipping/handling fees) or \$1500 per petty cash check request. You will be notified when the reimbursement check is ready.

**ELIGIBLE PURCHASES**

Petty cash may be used to purchase the following items needed to conduct official business:  
SUPPLIES, NON-PERSONAL SERVICES, REGISTRATION FEES, FERRY and BRIDGE TOLLS, CAR RENTALS, TAXI FARES, PARKING.  
*Petty cash cannot be used to reimburse per diem.*

**SUPPORTING DOCUMENTATION**

Receipts MUST be in the form of an original invoice, sales slip, or cash register receipt. Receipts, including credit card receipts, must include the vendor name, description of item(s), and show that payment was made.

INSTRUCTIONS FOR COMPLETING THE PETTY CASH VOUCHER

- Please be concise and write legibly to expedite payment.
- Complete upper portion of form (person requesting reimbursement, including phone and email address; budget number and title, and approval signature).
  - In the box below, list the business purpose of the expenditure(s). PLEASE NOTE: Your reimbursement cannot be processed without this information.
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  - Attach the original receipt(s) to the completed Petty Cash Voucher.
  - Return completed paperwork to AERB120.

PURPOSE:  
(Required)

	DATE	DESCRIPTION	PURCHASED FROM	AMOUNT	BUS. OFC. USE	
					USE TAX	OBJ
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
TOTAL AMOUNT:						