

# PETTY CASH - REPLENISHMENT FORM

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**LIST EXPENDITURES AND ATTACH ORIGINAL RECEIPTS - NO COPIES**

[illegible]

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See PQ Travel & Expense Guidelines for proper use of funds

\* If meals include other persons, **IRS regulations require** that you list the names of guests and the business purpose of the meeting

**PLEASE ALLOW AT LEAST 3 DAYS FOR PROCESSING YOUR CASH REQUEST.**

Submitted by

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Phone Ext

x \$1 = \$                      x.01 = \$

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$$x \$5 = \$ \qquad x .05 = \$$$

Approval by \_\_\_\_\_

$$x \$10 = \$ \qquad x.10 = \$$$

Business Office Approval

$$x \$20 = \$ \qquad x.25 = \$$$

## Departmental Petty Cash Guidelines For Use

Petty Cash Funds are set up for departments that have a need for frequent small expenses. The purpose is to reduce the number of check issued and to provide the department with a means of accomplishing tasks more quickly. These requests are subject to approval from the Business Office. If you would like to request petty cash fund or an increase to an existing account, please submit a Petty Cash/ Cash Drawer Establish or Fund Change Request Form to the Accounts Payable Department at [jimmy@pri-qua.com](mailto:jimmy@pri-qua.com).

If your area has a petty cash fund set up with the Business Office you must follow the PQ Travel & Expense Guidelines for expenses covered by petty cash. When you need to replenish your cash, you will submit a Petty Cash Replenishment Form located in Folder PQ Company>Operation>Common. When you have used most of your petty cash fund you should request reimbursement . You will need to plan your cash expenses carefully as it may be up to 4 - 6 business days you receive your reimbursement back from the Business Office based on funds that are available.

Enter your department name and the date you are turning in the form. The amount of the check should be the required amount needed to bring your account back to its original amount ( i.e. \$200.00 or \$150.00 etc.).

"Total Petty Cash" is your original amount. The remaining blanks should be filled in using the example below:

1. Petty Cash for expenses:	original amount
2. Less: Cash on hand:	actual money left
3. Total to be Reimbursed:	#1 minus #2
4. Less Receipts:	total of receipts
5. CASH OVER/SHORT:	#3 minus #4

If the total of receipts (#4) does not equal the reimburses (#3) then enter the amount on #5. PLEASE do not adjust it in the "Less Cash on Hand:" as this does not give you a clear indication of the transactions. If the cash is "over or short" please give an explanation as to why.

Please use the "CASH GIVEN TO" column to list the staff name Petty Cash was given to.

All requirements that apply to an expense reimbursement also apply to the use of petty cash.

List all the receipts in the "Place and Purpose of Expense" area with the amount and the account that is to be charged for each item as there may be several different account numbers involved.

**If meals include other person, IRS regulations require that you list the names of guest and the business purpose of the meeting.**

Please be sure the person who fills out the request signs the form and that there is an authorized signature by a supervisor before it is sent to the Business Office.

If you want certain denominations in your return money you can specify what you need on the bottom right hand side of the form. We will do our best to accommodate your need regarding the various denominations requested.

#### RULES FOR HANDLING PETTY CASH

Plan the amount of petty cash to request based on the expected usage. The Business Office standard for cash on hand is the amount of cash needed in 1 week and not more than the amount needed in 1 month.

DO NOT MINGLE THIS MONEY WITH ANY OTHER INCOME MONEY OR FUNDS RECEIVED.

To have a petty cash fund it is required that it be kept in a locked place with limited access, specifically with no more than 1 or 2 employees having access to the funds.

If an amount of petty cash is given to someone in the department, a note stating; the date, who, how much, and for what purpose, needs to be placed in the petty cash container. For example, 4/26/2014, John Doe has \$20.00 for business lunch.

Please direct all inquiries to Accounts Payable at [jimmy@pri-qua.com](mailto:jimmy@pri-qua.com)