



Instructions:

1. Use a petty cash reimbursement form to replenish the departmental petty cash or receive one-time incidental reimbursements.
2. Individual purchases should be less than \$100.00 .
3. Complete form in excel file., save file, print a copy of the front of the form for reimbursement.
4. Only one line per account is required on the form, attach a tape if many receipts are being charged to that one account .
5. Staple original receipts with proof of payment to the back of the form.
6. For charges to a Research Grant/Contract have the principal investigator sign the original receipt
7. Departmental Approval required before reimbursement can be made.
8. Reimbursement by Financial Services Central Cashier.
9. To facilitate the keying process please e-mail a copy of the completed excel file to

Notes:

Petty cash is not to be used for payments to suppliers or payments to individuals for living allowances, salaries, honoraria, employee travel or services of any kind.

Reimbursement for employee travel expenses, such as mileage, gas, parking, meals or entertainment, should be submitted through the on-line travel system. Direct deposit to the employee's payroll bank account is available for travel reimbursements.

Purchasing Cards are available for use instead of petty cash, please contact Financial Services Purchasing Division for information on this program.

This form is available in pdf format on the Financial Services web site forms directory
<http://www.uwo.ca/finance/forms/index.html>

This form is available in an excel format. Please contact fin-pettycash@uwo.ca for a copy.