SYRACUSE UNIVERSITY
OFFICE OF THE COMPTROLLER

Petty Cash Detail Sheet

1. **Information should be typed on the Petty Cash Detail Sheet and on the Summary sheet as required (Authorized Signer's Name).**
2. List the date and the amount of each petty cash expense - **NO SALES TAX WILL BE REIMBURSED**.
3. Indicate the University's chartstring to charge and the **BUSINESS PURPOSE** of the expense.
4. Once all information is typed, click on red box to update Expense Voucher. The Expense Voucher is automatically completed.
5. Print the Petty Cash Detail Sheet and the Petty Cash Expense Voucher and **attach original receipts**.
6. The Petty Cash Expense Voucher should be signed appropriately.
7. Send completed forms and receipts to the Comptroller's Office.
8. If you have any questions, please contact Roberta A. Hennigan at X3765 or email rahennig@syr.edu.

Petty Cash Custodian: _____ **SUID #:** _____ **Date:** _____

Petty Cash Fund #: _____ **Campus Extension:** _____

Campus Department: _____ **Campus Address:** _____

Date	Amount	Fund	Department	Program	Account	MyCode	Sponsored Awards/Cost Sharing Project	Activity	Bud Ref	Business Purpose
	$0.00									