SYRACUSE UNIVERSITY OFFICE OF THE COMPTROLLER

Petty Cash Detail Sheet

- Information should be typed on the Petty Cash Detail Sheet and on the Summary sheet as required (Authorized Signer's Name).
 List the date and the amount of each petty cash expense NO SALES TAX WILL BE REIMBURSED.
 Indicate the University's chartstring to charge and the BUSINESS PURPOSE of the expense.
 Once all information is typed, click on red box to update Expense Voucher. The Expense Voucher is automatically completed.
 Property 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:	

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