Carnegie Mellon University
Finance Division

Accounts Payable Petty Cash Payment Form

Purpose of this form: To open, close or request replenishment of petty cash funds. All petty cash funds will be issued by check and available for pickup at **Cash Operations**.

Designated Petty Cash Custodian: _____   Andrew ID: _____

Department: _____

Select One: _____

Receipt Information

Select all that apply: General Ledger Receipts   Grants Management Receipts

Reconcilement

Currency: _____   Ledger: _____

Total Amount of Petty Cash Fund: _____   Amount of Reimbursement Requested: _____

Less - Cash on Hand: _____   Total Expenditures: _____

Amount of Reimbursement Requested and Total Expenditures should be the same.

Authorization

_____   _____
Petty Cash Custodian   **Signature**

_____   _____
Supervisor   **Signature***

*Note: For Accounts Payable processing purposes, once the supervisor signature field is completed, the form will lock and no longer be editable.