

Macalester College

Petty Cash Voucher – Reimbursement Received at Student Accounts Office in 77 Mac

*It is Macalester's policy to issue no more than \$50 per week to any individual from Petty Cash.
Please go to the Pcard web page to obtain a purchasing card.*

Name: _____ ID#: _____

Department: _____ Ext: _____

Amount: _____

For Cashier's Use Only:

Detail Code: GLTR Description: (Below) Debit or Credit: D Amount: (Above) Enter: FOAPAL

	(Banner May Default)		(Banner Defaults)		
Expense FOAPAL Example	100000	- XXXXXX	- 7XXXXXX	-	-
	Fund	Org	Account	Prog	Act Loc

Description: _____

FOAPAL: _____ - _____ - _____ - _____ - _____ - _____ Amount: _____

Description: _____

FOAPAL: _____ - _____ - _____ - _____ - _____ - _____ Amount: _____

Description: _____

FOAPAL: _____ - _____ - _____ - _____ - _____ - _____ Amount: _____

Description: _____

FOAPAL: _____ - _____ - _____ - _____ - _____ - _____ Amount: _____

For Cashier's Use Only:

Detail Code: CD-- Debit or Credit: C

Please use Banner to view disbursements. Contact Tracy Arndt ext. 6567 to arrange access and/or training.

The person requesting reimbursement must present this form in person to Student Accounts in order to receive cash.

Signature of Person Approving Disbursement Print Approver's Name Date

Signature of Person Requesting Reimbursement & Receiving Cash Date

For Cashier's Use Only:

Receipt #: _____ Date _____ Cashier Initials _____

Version 06/01/09