

Macalester College

Petty Cash Voucher – Reimbursement Received at Student Accounts Office in 77 Mac Receipts are required and must be attached to this form.

It is Macalester's policy to issue no more than \$50 per week to any individual from Petty Cash.

Use the Check Request Form and submit it to A/P for more than \$50.

Please go to www.macalester.edu/businessservices/forms and complete the Pcard Application form to request 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

Expense FOAPAL Example	<u>100000</u>	-	<u>XXXXXX</u>	-	<u>7XXXXX</u>	-	<u>XX</u>	-	_____	-	_____
	Fund		Org		Account		Prog		Act		Loc

PLEASE FILL OUT YOUR FOAPAL BELOW WITH NUMBERS! IF X's are used, request will be returned.

Description: _____

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

Description: _____

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

Description: _____

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

Description: _____

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

For Cashier's Use Only:

Detail Code: CD-- Debit or Credit: C

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's Initials _____