

# 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.*

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

*Please go to [www.macalester.edu/businessservices/forms](http://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

<b>Expense FOAPAL Example</b>	100000	-	XXXXXX	-	7XXXXX	-	XX	-		-	
	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 \_\_\_\_\_