

# 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](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>	<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 \_\_\_\_\_