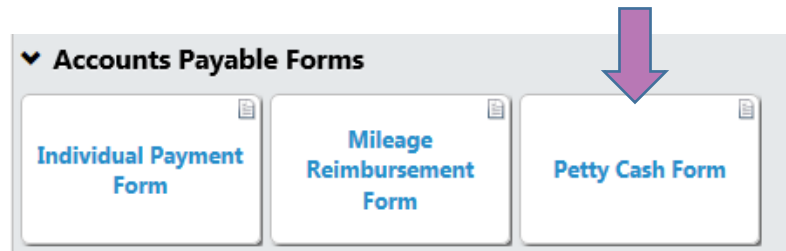


How to Process Petty Cash Reimbursements (\$200 or less)

Effective Feb. 22, 2016

Log-in to PAW Place and go to the “Shopping” area.

- From the **Accounts Payable Forms** section
 - select the **Petty Cash Form**



Enter the required information on the form:

- **Supplier**—Enter the name or “W” number of the individual that is requesting the reimbursement. This cannot be the requestor. Your cart will be automatically reject if you try to request a refund for yourself.
 - **Unknown Supplier**--If the individual is not set-up in PAW Place, use Unknown as the supplier name and complete the name/address/other information. Do not include a social security number. You can fax or send via campus email a vendor registration form if the individual needs to be set-up in the system. In the notes section you can include the “W” number of the individual if you know it and Purchasing will update the supplier in PAW Place.
- **General Information**
 - Was Alcohol Purchased? (select Yes or No)
 - Vendor Name-- Who did you pay?
 - Business Purpose--Why did you make the purchase?
 - Product Description--Describe the purchase
- **Amount**—Petty Cash request (must be \$200 or less).
- **Internal Attachments**—attach an imaged copy of the receipt. Circle any items you purchased if you have personal items on the receipt. Accounting Services will verify that this an allowed purchase.

Check-out:

- **Select “Add and go to Cart” then select GO.** Your request will be sent to a shopping cart.
- **Select “Proceed to Check Out”**
 - At this point you can add the shipping address (your mail code) and the Accounting information or go to the next step.
- **“Assign the Cart” to your supervisor to complete the request.** This form **MUST** be submitted to your supervisor (per policy.) This step is the supervisor’s electronic approval signature for the request.

Guidelines and Helpful Hints:

1. You cannot request a refund for yourself. It will automatically reject.
2. The form must be submitted by your supervisor or it will be returned. This is his/her signature which is required by policy.
3. You can have more than one line on a request, but the receipt for each item must be attached to the line.

IMPORTANT: State Law requires that the original receipt for an imaged copy to be saved for one year. Please keep the original receipts in your files. (Yes, you may be audited.) The imaged copy will be maintained in PAW Place.

For questions and help completing the form: Please contact the Purchasing Office at ext. 6014 or Accounting Services at ext. 6605. See <https://www.weber.edu/purchasing/pawplace.html> for more information.

P-Card: If you make frequent purchases that need to be reimbursed and your department approves, you can request a P-Card for University purchases. Contact Brad Budge for additional information at ext. 7113. Sales tax is exempt from Utah purchases, if the card is used to make the purchase. Cash cannot be used for a sales tax exemption.

Check out <http://weber.edu/purchasing/pawplace.html> for links to more “How to...” guides.