

The Research Corporation of the University of Hawaii

PETTY CASH SUMMARY SHEET

Period Beginning: _____ Ending: _____

1. Petty Cash Advanced \$ _____

2. Cash on Hand \$ _____

3. Expenses (original receipts attached) \$ _____

4. Cash Reimbursement in Transit \$ _____

TOTAL PETTY CASH (lines 2, 3 & 4) \$ _____
Please attach itemized listing together with applicable original receipts.

Submitted by: _____ Date _____
Custodian Signature

Approved by: _____ Date _____
Principal Investigator Signature

Approved by: _____ Date _____
Fiscal Officer Signature

MAKE CHECK PAYABLE TO: _____, Custodian, in the
amount of \$ _____ (reference line 3).

Project Name: _____

Address: _____

PROJECT TO BE CHARGED:

Project Number	Budget Category	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL: _____

PETTY CASH SUMMARY SHEET Instructions

A petty cash fund is a fixed sum of money for the purpose of making cash payments for small purchases where more formal procurement or payment actions would be uneconomical. The form is to be used to summarize purchases and request replenishment of the fund. No other funds should be co-mingled with the petty cash fund. The fund should not be used for travel-related expenditures (i.e. advances, car rentals, per diem, conference fees and mileage reimbursements) and loans and services.

1. Period - Begin and end dates of claim
2. Petty Cash Advanced – Amount of fund
3. Cash on Hand – Balance
4. Expenses – Total of expenditures (receipts)
5. Cash reimbursement in Transit – A previous petty cash claim for which funds have yet to be received.
6. Total Petty Cash – Total of lines 2, 3, and 4 – total amount of the fund.
7. Submitted By – Signature of custodian; person designated by the principal investigator to safeguard, disburse and account for the fund. The principal investigator may not be the custodian.
8. Approved By – Signature of principal investigator and fiscal officer.
9. Project Name/Address - For campus addresses, provide the building name and room number. For off-campus address, provide the full mailing address.
10. Summary – Summarize each account by budget category dollar subtotals.

Please provide an itemized listing of receipts – List each receipt by account, budget category and description. Attach and number the original corresponding receipts. All receipts smaller than letter size should be taped to a 8-1/2" x 11" letter sized sheet. Amount claimed should be circled in red. Attach additional sheets as needed.

