



304.1.1f - Instructions - Petty Cash/Imprest Checking Reimbursement Voucher

Information provided should include:

- Name of Principal Investigator (PI) or administrative representative
- Name of the bank account in which check will be deposited (if applicable)
- Department Number
- Appropriate campus address

Itemized receipts are attached to support the following expenditures listed on the voucher:

Date	Receipt No.	Paid to	For	Amount	Chartfield				
					Business Unit	Fund	Source	Account	Dept. ID
12/20/10	123456	John Smith	Attached	10.57	UNCCH	12345	29507	50939	10000

- Itemized expenditures with original receipts attached for supporting documentation. If needed, an additional numerical schedule of checks written for the month may be attached. All original receipts submitted must be taped to an 8 ½" X 11" sheet of paper, to facilitate scanning and archiving by Disbursement Services
- List voided checks, if any, with the payee shown as "void." Retain the voided checks with the bank statement of the appropriate month.
- List bank charges for printing checks and deposit slips on the form and expense them to Office Supplies. Attach a copy of the bank statement that reflects the charges listed to the form. If other charges and interest credits appear on the bank statement, contact Cash Management in Accounting Services. Send email to: cash_management@unc.edu

Notes:

- Notify Disbursement Services and Accounting Services of any changes to pertinent information regarding the PI or administrative representative, banking information or their physical location. This is critical for proper disbursement of checks.
- When you enter the category, the system populates the Account chartfield with a default account number based on business unit. Users need to change the default expense account to the appropriate expense account to ensure accurate allocation and, if needed, approval routing to the Office of Sponsored Research. You can read more in the ConnectCarolina training document "[Entering a Petty Cash Voucher to Replenish Funds.](#)"