

## UNIVERSITY OF MICHIGAN - CASHIER'S OFFICE

### CENTRAL CAMPUS

2226 Student Activities Building

Phone (734) 764-7447

Fax (734) 647-0061

### MEDICAL CAMPUS

2B222 University Hospital

Phone (734) 936-6906

Fax (734) 936-6910

## PETTY CASH PROCEDURES FOR DEPARTMENTS

The person receiving the cash must completely fill out the top portion of the form. All receipts must be taped (no staples) to the front side of the form, not overlapping. Additional blank sheets may be used, receipts taped to one side only.

**Each original receipt must have an authorized signature and a description of items purchased written on it.**

An authorized signature is required at the bottom of the form.

Petty Cash on Federal Fund accounts (fund 20000) can not be used for food items.

Maximum of \$200.00 per receipt, a maximum of \$200.00 per person, per day.

Cash only.

### NO HOSTING ON PETTY CASH

#### ACCEPTABLE RECEIPTS:

Original Receipts  
Original Canceled Checks or  
Bank Statement  
Original Credit Card Statements  
Original Telephone Bills  
Original Invoices  
Receipts Via Web

#### ACCEPTABLE ITEMS:

Office supplies  
US Postal Services, Stamps  
Computer Lab use  
Required Class Expenses (Lab Fees)  
Telephone toll charges (flat rate excluded)  
Food items for office use (hosting excluded)  
Snacks for office meeting-donuts, bagels, cookies, coffee, pop (Meals not acceptable)  
Required Medical Expenses (physical exams & rehabilitation)  
Gas for a University vehicle (must have vehicle number included on the receipt)  
Drivers Test Fee (test required by University)  
Conference Registration Fees  
Permit Fees  
Subscriptions  
Comcast Internet Service (for research only)  
Food, Dinner, Movies (**MED REHAB ONLY**)

#### RECEIPTS THAT ARE NOT ACCEPTABLE:

Photo copies of any receipts-must be the original itemized receipt.

Documents not showing an amount or method of payment (invoices, order confirmations, etc.)

Receipts for:

- Food purchased in pizza, fast food or other restaurant establishments
- Food used to host an event
- Services (shipping and freight services other than US Postal Services, repairs, rentals, etc.)
- Advertisements (considered a service)
- Gas for personal or rented vehicles from outside agencies
- Parking or Parking Tickets
- Rented vehicles and related expenses (this includes Zipcars, U-Haul, etc.)
- University Parking permits
- Bus tokens to and from work.
- Cab fare or Limousine service
- Greeting cards and gift wrap
- Flowers, gifts or gift cards & certificates
- Tickets to events
- Membership dues
- Internet access-monthly service fees