

Submitting a Petty Cash Reimbursement

(For receipts totalling less than \$100)

1. You must keep all of your original receipts for all purchases for which you will be seeking reimbursement. Photocopies of receipts, reservation documents, bank statements, confirmation documents, etc. will not be accepted. If the receipt was sent via e-mail, a printed copy of the digital receipt is acceptable.
2. You can find petty cash forms at

<http://www.ryerson.ca/purchasing/forms/>

under "Payment Forms>Petty Cash Reimbursement." You are able to save a copy of this form for later re-use.

3. Fill out the form completely. Beside "Requested by:" put the name of the person ordering payment. The "Department" should be listed as P-FACS. Your project supervisor's name goes beside "Authorized by:". The "payee" is the person receiving the reimbursement funds. Ensure you include the complete contact and on-campus mailing information of the payee.
4. Fill out the form using the P-FACS cost centre provided by the P-FACS administrator via e-mail (1-34-XXXXX). Fill it out as follows: C=1, Fund=34, Cost Centre=XXXXX. You must also include a 4-digit account code that describes the type of purchase you are claiming reimbursement for. You have to find the correct account code from the following list:

<http://www.ryerson.ca/financialservices/about/budgets/researchbudgets.html>

If you have any problem figuring out which code to use, please contact have your staff/faculty advisor help you contact Financial Services. You can also contact P-FACS at pfacs@ryerson.ca or x7352.

5. Finally, get your project supervisor to sign their name at the top of the page in the "Authorized By" field.
6. Once the form is completely filled out, attach the original receipts to the form using a paper clip. (Do not staple anything.) Do not submit the paperwork without first making a complete copy of all receipts and of the requisition form to keep on file in case of any difficulties receiving payment.
7. Take the completed forms to the Credit and Collections Office in the Podium Building. Cash will be immediately refunded in the amount listed as the "Total Amount" on the form. Retain the confirmation slip for your files to confirm that payment was received.