

Petty Cash System for School of Medicine

The Head of Budget Centre is responsible for ensuring all Petty Cash expenditure is appropriately authorised, in accordance with University policy.

In order to obtain re-imburement, the following process is required:-

- Complete the Petty Cash Voucher and attach receipt(s).
- Have the Voucher authorised by your relevant Assoc Head or Manager
- Present the authorised Voucher to the Petty Cash Custodian for re-imburement.
(The Custodian is located in the Student Affairs Office on Level 1 of the Medical Science 1 building, off the Student Hub area).

Please note that no re-imburement will be issued unless this process is followed.

Petty Cash Approval Voucher



FACULTY OF
HEALTH SCIENCE
School of Medicine

Expense Incurred By: _____

Supplier & Description of goods	Amount	Project No (Eg OP.032512.36003)

Please refer to Assoc Head/Manager for approval prior to reimbursement

I authorise reimbursement of the above expenditure

I acknowledge receipt of \$ _____

Signed: _____
Assoc Head / Manager

Signed: _____

Date: _____

Date: _____

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