What is needed in Accounts Payable re: Petty Cash?

Accounts Payable needs 4 pieces of information:

1. The brown envelope with the codes
2. The white "remittance" voucher
3. The backup documentation with 2 signatures (who received the money & who gave out the money)
4. The receipt(s)

For more information refer to the Petty Cash Procedure [1]

Category:

- Procurement/Payables [2]

Source URL:https://www.uoguelph.ca/finance/what-needed-accounts-payable-re-petty-cash-1

Links
[1] http://uoguelph.ca/finance/sites/uoguelph.ca.finance/files/Petty%20Cash%20Imprest%20Funds_1.pdf [2] https://www.uoguelph.ca/finance/taxonomy/term/107