General Petty Cash Reimbursement Checklist

☐ Are receipts original and readable?
☐ If no receipt available, does the request include a Petty Cash Disbursement Form with proper signatures?
☐ Do any single item purchases that include non-inventory equipment exceeding $99.99 include a letter of justification?
☐ Does the request include any daily transactions that exceed $500 to the same vendor? If so, has a letter of justification been included?
☐ For requests including research participants, does the request include a log sheet with amounts?
☐ For studies abroad requests, is there a spreadsheet attached detailing the receipts?
☐ For studies abroad requests, have receipts been converted to reflect US dollars? If so, has printed conversion rate documentation been included with the request?