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| Petty Cash Reimbursement Request Form  |
| **Guidance** |
| You should follow the **Managing Petty Cash** procedure guide on our [Finance Operations SharePoint site](https://uoe.sharepoint.com/sites/FinanceOperations/SitePages/Cash-%26-Bank.aspx) before completing this form. You should also be familiar with the Cash Handling policy/procedure when handling cash.Please complete sections 1 to 5 before sending to Finance.Helpline@ed.ac.uk.Note: You are limited to a maximum of 10 rows per form. Please combine coding totals where possible. |
| **Section 1: Expenditure information:** |
| Total Original Imprest value: | £0.00 |
| Total Expenditure Reclaimed (must be the same as the total receipted value in Section 5): | £0.00  |
| Cash Balance on Hand: | £0.00 |
| Reimbursement required: | £0.00 |
| Denominations required (if applicable): |       |
| Delivery Address for the Petty Cash: | Address line 1:      Address line 2:      Address line 3:      Postcode:       |
| **Section 2: Declaration of Claimant:** |
| I certify that the details of the expenditure incurred and the cash balance on hand are correct and I request reimbursement. |
| Name of Petty Cash Custodian: |       | Date (DD/MM/YYYY): |       |
| Signature: |       | Contact telephone number: |       |
| School/Unit: |       | Email address: |       |
| **Section 3: Authorisation by budget holder (cannot be custodian):** |
| Payment Authorised by: |       | Date (DD/MM/YYYY): |       |
| You must now complete the costing information in sections 4 and 5. |
| **Section 4: To be completed by Finance Operations Cash & Banking**  |
| Cash Reimbursed by: |       | Receipt no: |       | Date (DD/MM/YYYY) |       |

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|  **Section 5: Original Imprest Coding Details** for non project related costings **-** please refer to the[**Guidance for the New Chart of Accounts and General Ledger mapping tool.**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) |
|  **Total Original Imprest** | **% Split**  | **Entity** **(3 digits)**  | **Fund** **(6 digits)**  | **Cost Centre** **(8 digits)**  | **Account** **(4 digits)**  | **Analysis** **(6 digits)**  | **Portfolio(8 digits)**  | **Product** **(8 digits)**  | **Intercompany(3 digits)**  |
|   | MANDATORY % Split of the costing  | Driven by payroll element  Use the mapping tool | MANDATORY Required to capture the type of funding the payroll cost is attached to | MANDATORY Organisational Unit (department)  | **MANDTORY** Refer to mapping tool  | Likely to always be zero but cross check against the mapping tool  | Likely to always be zero but cross check against the mapping tool  | Likely to always be zero but cross check against the mapping tool  | For cross charging to or from a subsidiary, cross check against the mapping tool  |
| EXAMPLE - £500  | 100%  | 110  | 123456  | 12345678  | 000000  | 000000  | 00000000  | 00000000  | 000  |
|  |       % |     |       |       |       |       |       |       |     |
| **Section 6: Receipt Coding Details -** please refer to the[**Guidance for the New Chart of Accounts and General Ledger mapping tool.**](https://uoe.sharepoint.com/sites/FinanceHub/SitePages/Chart-of-Accounts.aspx) |
| **Receipt Details** | **Gross Amount** | **% Split** | **Entity** **(3 digits)** | **Fund** **(6 digits)** | **Cost Centre** **(8 digits)** | **Account****(4 digits)** | **Analysis** **(6 digits)** | **Portfolio(8 digits)** | **Product** **(8 digits)** | **Intercompany(3 digits)** |
|  |       |       % |     |       |       |      |       |       |       |     |
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| **TOTAL** | £0.00 |  |