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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-&-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](mailto: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 | |  | | | | | | | | | | | | |