Processing a Petty Cash Request
1. To complete a Petty Cash Request, click on the Petty Cash sticker to open the form.
2. Complete the data entry for all applicable fields. All bolded fields are required and the form cannot be submitted without this information.

3. Select Add and go to Cart from the drop down box

4. Click Go.
5. Once the cart is open:
   A: Shoppers click the Assign Cart button because they cannot enter Accounting information
   B: Requestors Click Proceed to Checkout.
6. To enter a contact name for the Ship To address, click edit.
7. Enter the name of the payee in the Contact name field.
8. Click Save.
9. On the Accounting Codes page, click the edit button to open the Accounting Codes box.
10. Click Select from profile values under Index.
11. Select the appropriate Index Code. Notice the Fund, Organization, and Program auto-populate.
12. Click Select from all values under Account to search for the correct account code.
13. After choosing the appropriate Account Code, click Save to close the Accounting Codes box.
14. Click on Internal Attachments to attach receipts. Receipts must show detailed information of the items purchased and the type of payment.
15. To attach an electronic document, click the browse button to view all documents stored on your desktop.

16. After attaching all necessary documents, click Save.
17. Once the task bar has all green checkmarks, Click Submit Requisition.
18. The Submissions Confirmation page will appear with important information including: the Requisition Number, Quick View for a printable view of the order and the Approvals tab to view the workflow the requisition has entered.