Processing Petty Cash
1. To complete a Petty Cash Reimbursement, 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. To attach a scanned copy of the receipt, click on the add attachment link in the Internal Information box. Receipts must show detailed information of the items purchased and the type of payment. Users will be required to hold the original receipt for a period of 3 years. If they cannot produce the original, they will be asked to reimburse the College.
4. Select Add and go to Cart from the drop down box.
5. Click Go.
6. Once the cart is open:
   A. Shoppers click the Assign Cart button because they cannot enter Accounting Information. This is the Shopper’s last step.
   B. Requestors click Proceed to Checkout.
7. After proceeding to checkout, click the edit button to open the Ship To address.
8. Enter the name of the individual traveling in the Contact Name field.
9. Click Save.
10. After selecting the Accounting Codes tab on the task bar, click on the edit button to open the Accounting Codes box.
11. Click Select from profile values under Index to select the appropriate code. Notice the Fund, Organization, and Program codes auto-populate.
12. Click Select from all values under Account to search for the correct account code.
13. Use the search box to search by a value (ex. 74510) or a description (ex. Supplies).
14. Click Save.
15. Once the task bar has all green checkmarks, click Submit Requisition.
16. The Submissions Confirmation page will appear with important information including: the Requisition Number, Quick View for a printable view of the request, and the Approvals tab to view the workflow the requisition has entered.