



Petty Cash Replenishment

Purpose

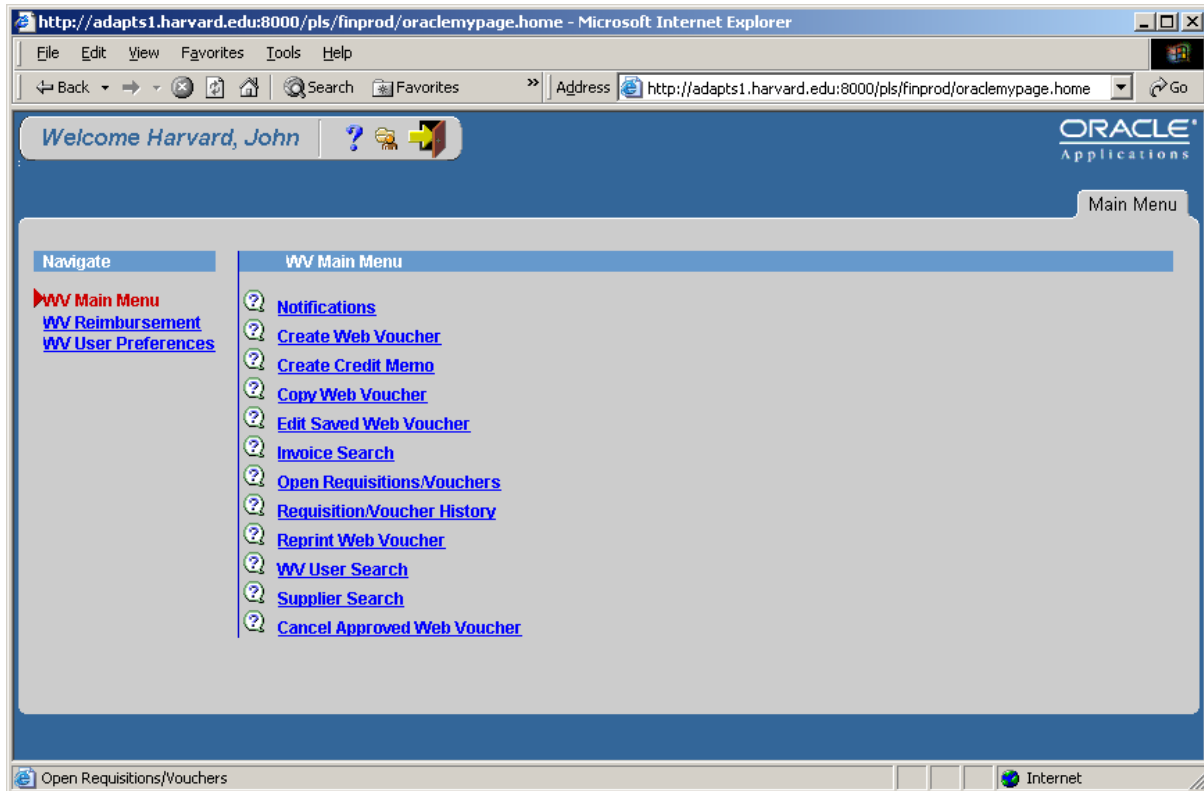
Use this quick reference for an overview of how to replenish petty cash using Web Voucher.

Prerequisites

- You have all the documentation needed to create a web voucher.
- You have a Web Voucher logon ID and password.

Replenishing Petty Cash

Create Web Voucher – Replenishing Petty Cash



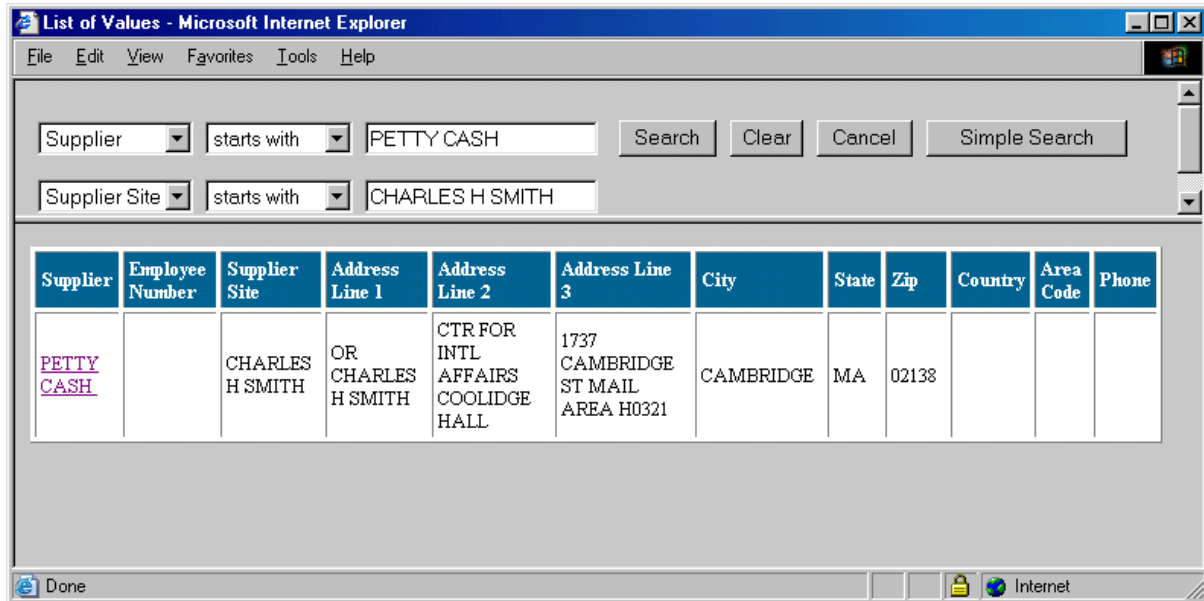
1. Use this process to create a web voucher to replenish petty cash. Start the task using the menu path **WV Main Menu → Create Web Voucher**.



Checks created to replenish petty cash will be sent to the department via University mail. Please allow 3-5 business days for processing and University mail delivery once Accounts Payable receives your request.

Any replenishment requests that exceed your petty cash fund amount will be rejected and returned to the department.

Replenishing Petty Cash - Selecting Supplier and Supplier Site



Supplier	Employee Number	Supplier Site	Address Line 1	Address Line 2	Address Line 3	City	State	Zip	Country	Area Code	Phone
PETTY CASH		CHARLES H SMITH	OR CHARLES H SMITH	CTR FOR INTL AFFAIRS COOLIDGE HALL	1737 CAMBRIDGE ST MAIL AREA H0321	CAMBRIDGE	MA	02138			

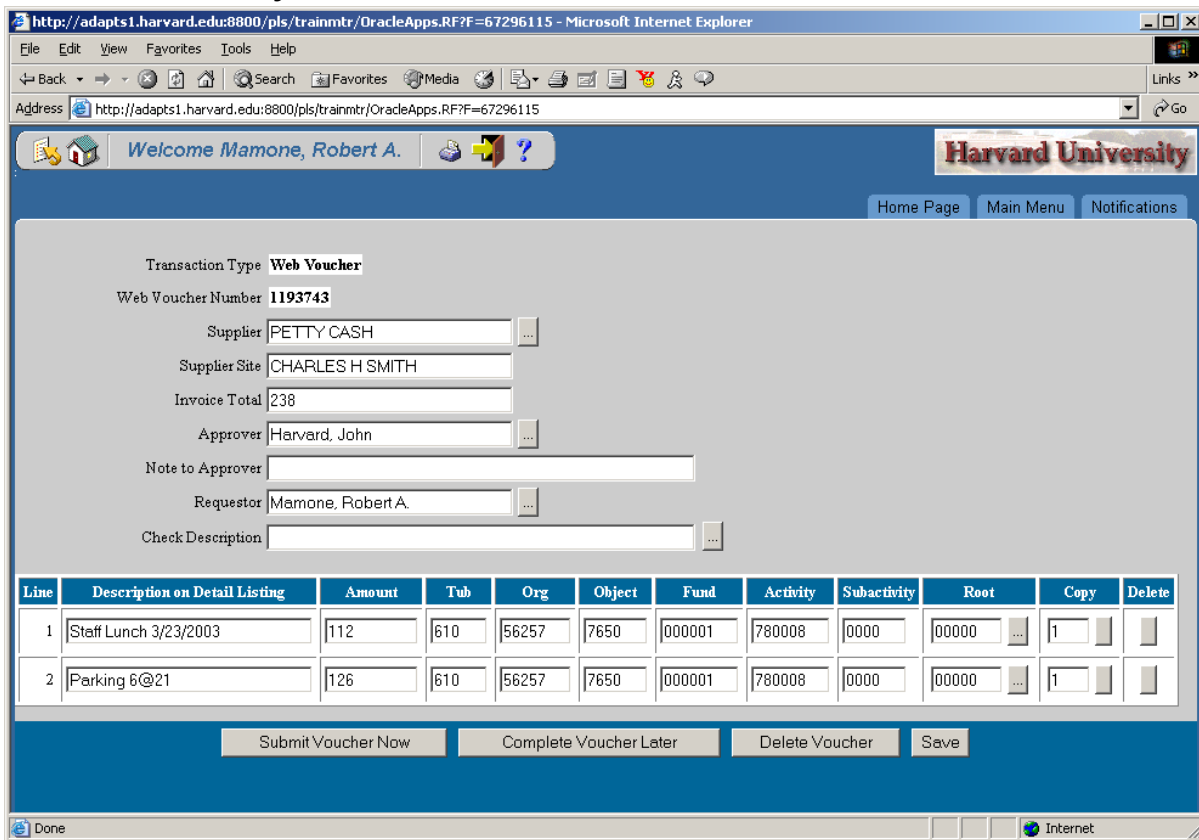
2. Petty cash custodians must complete the following tasks:

- Complete your petty cash log and **gather** all your receipts for expenses.
- Create a **web voucher** in the amount equal to the total of your petty cash receipts.
- Select **PETTY CASH** as your **Supplier** for the web voucher (see screen shot).
- Select the petty cash custodian's **name** as the **Supplier Site** (see screen shot).
- Complete and submit the **web voucher** to your approver.
- Write the **web voucher number** on the top right-hand corner of the original log and make a copy.
- Submit the **log copy and receipts** to your approver for review and approval.



The Supplier **PETTY CASH** has immediate payment terms to ensure timely processing of replenishment requests.

Web Voucher - Petty Cash



3. As required, complete or review the following fields for replenishing petty cash web vouchers:



You must record the web voucher number on the petty cash log, which is sent to Accounts Payable after the voucher is approved.

Field Name	R/O/C	Description
Supplier	R	Supplier must be PETTY CASH
Supplier Site	R	This should be the petty cash custodian
Invoice Total	R	Equals the total of the petty cash log
Approver	R	Select your regular approver
Note to Approver	O	An optional field for you to send a message to your approver
Requestor	R	Defaults to the preparer



Field Name	R/O/C	Description
Check Description	O	The first 30 characters of this field will be printed as a note on the check
Description	R	A description of the goods or services purchased. Create a separate line for each expense category or 33-digit code. Note: Ask your approver what level of detail is required.
Amount	R	The total of all lines must equal the amount entered in the Invoice Total field
Account Coding	R	Account coding associated with the expense

4. Petty cash approvers must complete the following tasks:

- Review** the petty cash log and receipts.
- Verify** that the attached receipts are valid and equal to the web voucher amount.
- Take appropriate action** by approving or rejecting the web voucher.
- Once approved**, keep a copy of the log and receipts **locally**.
- Instruct** the preparer to forward the original log to Accounts Payable for processing.