Replenish Petty Cash

To replenish petty cash, an Expense Report (ER) must be created by the petty cash custodian using the *Employee Misc Expense Reimbursement* Purpose. University Payables (UPAY) will verify with University Student Financial Services & Cashier Operations (USFSCO) that the custodian is authorized and current with reconciliations.

After USFSCO approves the replenishment, UPAY will process the ER. USFSCO will notify the custodian when the check is ready for her or her delegate to pick up, sign for, and cash the check. The check can be cashed at the Cashier's Office or another financial institution.

Step	Task
1.	Click the **Expense Report** icon.
2.	Complete the **Document Header** information**.** 1) Enter a unique report title in the **Report Title** field. Begin the report title with the prefix "PCR" (e.g., PCR Monthly Petty Cash) to expedite the processing. 2) Select **Employee Misc Expense Reimbursement** from the **Purpose** menu. 3) Enter a business purpose or justification in the **Business Purpose/Justification** field. 4) Select **Employee** from the **Payee Affiliation** menu.
3.	Click the **Continue** button.
4.	Select the **Expense Type** from the menu.
5.	Click the **Add Expense** button.
6.	Enter information in the fields under **Standard Information**.
7.	Select the department C-FOP from the **Project** menu under **Charge Code Allocations.**

8.	Enter a note in the **Notes** field. The note should specify one of the following.
	
	 • Direct deposit
	
	     OR
	
	 • Check pick up
	     o State the cash denominations, location (UIC, UIUC, or UIS), and provide the name and phone number of the petty cash custodian.

9.	Click the **Save** button.
10.	Attach any receipts if necessary. For more information on how to attach receipts, review the *Browse and Attach Receipts* job aid.
11.	Each receipt must have its own line item on the ER. Repeat steps 4 through 10.
12.	Click the **Submit** button.
13.	Click the **Continue** button.