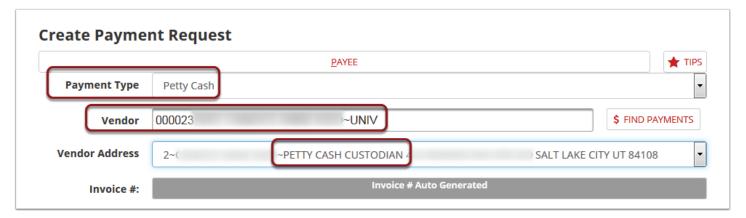
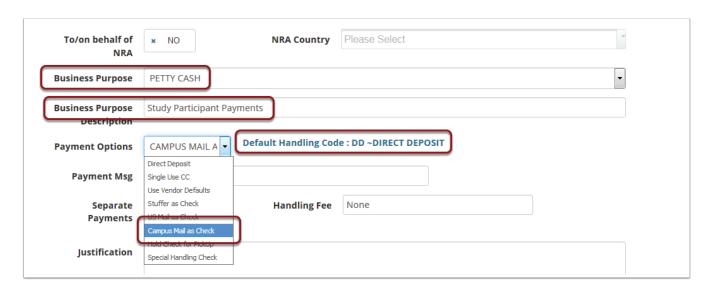


How-to Guide: Submitting Petty Cash

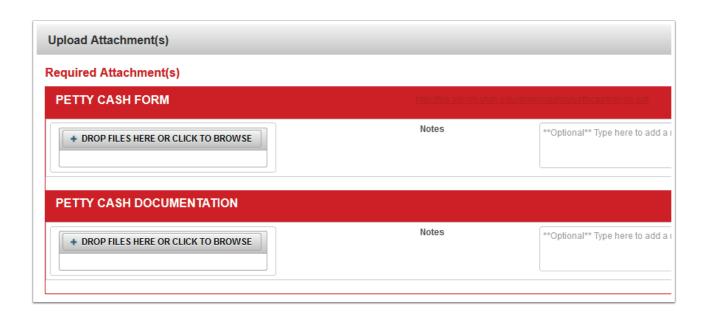
- Choose Petty Cash for the Payment Type.
- Select the Petty Cash Custodian. The Petty Cash Custodian must be established prior to submitting the request through ePR.
- Select the vendor address that is used exclusively for Petty Cash reimbursements.



- For the Business Purpose, select Petty Cash.
- For the Business Purpose Description, type the primary use for this petty cash.
- If the custodian is configured for direct deposit, select Campus Mail as Check.



(Continued on next page)



The attachments section will require the Petty Cash Reimbursement Form as well as backup documentation like receipts or a study participant log.

If you have questions concerning the Petty Cash payment request type or ePR in general, contact: epr@admin.utah.edu or call Accounts Payable at 801.581.6976.