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.

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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.