



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.

Create Payment Request

PAYEE ★ TIPS

Payment Type Petty Cash

Vendor 000023 ~UNIV \$ FIND PAYMENTS

Vendor Address 2~(~PETTY CASH CUSTODIAN 4 SALT LAKE CITY UT 84108

Invoice #: Invoice # Auto Generated

- 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.

To/on behalf of NRA NO NRA Country Please Select

Business Purpose PETTY CASH

Business Purpose Description Study Participant Payments

Payment Options CAMPUS MAIL A **Default Handling Code : DD ~DIRECT DEPOSIT**

Payment Msg Direct Deposit

Separate Payments Single Use CC

Justification Use Vendor Defaults

Stuffer as Check

US Mail as Check

Campus Mail as Check

Hold Check for Pickup

Special Handling Check

Handling Fee None

(Continued on next page)

Upload Attachment(s)		
Required Attachment(s)		
PETTY CASH FORM http://fs.admin.utah.edu/download/oa/pettycashreimb.pdf		
<input type="text" value="+ DROP FILES HERE OR CLICK TO BROWSE"/>	Notes	**Optional** Type here to add a
PETTY CASH DOCUMENTATION		
<input type="text" value="+ DROP FILES HERE OR CLICK TO BROWSE"/>	Notes	**Optional** Type here to add a

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.