



What is needed in Accounts Payable re: Petty Cash?

Accounts Payable needs 4 pieces of information:

1. The brown envelope with the codes
2. The white "remittance" voucher
3. The backup documentation with 2 signatures (who received the money & who gave out the money)
4. The receipt(s)

For more information refer to the [Petty Cash Procedure](#) [1]

Category:

- [Procurement/Payables](#) [2]

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Links

[1] http://uoguelph.ca/finance/sites/uoguelph.ca/finance/files/Petty%20Cash%20Imprest%20Funds_1.pdf [2]
<https://finance.uoguelph.ca/taxonomy/term/107>