

## 2.704 Petty Cash Fund – Petty Cash Summary Sheet

The Petty Cash Fund may be established as an alternative to the "Reimbursement for Cash Purchases." Projects with many small supply purchases throughout the project period may request an ongoing Petty Cash Fund by writing to the Director of Project Management. The Principal Investigator should designate a custodian other than him/herself to be in charge of the fund for fiscal accountability. A Petty Cash Fund is not to be used to reimburse travel (including abstract and conference fees) or mileage claims or for third-party payments. Reimbursements to the Petty Cash Fund are requested by using the [Petty Cash Summary Sheet](#).

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