ym177625 Section name

Guide to Petty Cash

This guide explains how to operate a petty cash account.

- 1. How and where do I keep the cash?
- 2. On what can I spend petty cash?
- 3. Claiming the reimbursement
- 4. Where can I find the form?
- 5. Filling in the form
- 6. How

The Receipts Office, Room G01, Whiteknights House

4.4 Where can I find the form?

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10. How do I see petty cash expenditure items on my cost centre statements?
12. Summary of contact names