This is a step-by-step guide to process replenishments of Petty Cash funds. The steps below begin after signing into UConn’s Kuali Financial System. For more information about KFS, please visit this website: UConn Kuali Systems. The Petty Cash Request Form is required for processing and can be found on the Accounts Payable form website.

On the Main Menu tab:

1. On the Document Overview tab:
   - Enter the following in the Description field.
     - H – Petty Cash
     - H – RS Petty Cash
   - Use the Explanation box to describe what was purchased and the business need this purchase facilitated.
   - The Organization Document Number is for departmental use.

2. On the Payment Information tab:
   - Click on the lookup icon next to Payee ID. Petty Cash transactions are done with a Vendor profile for the Petty Cash account. The vendor name in the lookup will be “UConn > Revolving Petty Cash” and the address field will include your department name and U-Box number. If you do not see your department in the lookup results, contact the Accounts Payable office to request setup. Do not select the Custodian’s Payee ID.
- Select return value for the Vendor and all address information will populate. Enter information as specified below. If the Vendor is not found, the Vendor will need to be created and finalized to submit the DV.

Petty Cash Vendor Profile must be selected. Contact Travel Services for help.

Check Amount- Must match accounting line total.

Invoice Number- Type of expense(s). Abbreviate if necessary.

3. **Accounting Lines** tab fill out the four required fields; **Chart, Account Number, Object, and Amount**.

   Use the lookup icons as needed; ☰.

4. Attach the scanned receipts on the **Notes and Attachments** tab, and remember to click “add.” Click the Submit button on the bottom of the Disbursement Voucher.
5. When the document is successfully submitted, a link to a PDF cover sheet will become available above the Document Overview tab. Print the cover sheet and mail with all original receipts to Travel Services. Disbursement Vouchers with eAudit have no original receipts connected to the reimbursement. These will be processed without mailing any paper documents to Travel Services. Any DV requiring an original receipt will be reviewed upon receipt of the Cover Sheet with original receipts.