Dear Colleagues,

For all Petty Cash Reimbursements, please submit request(s) to FM-PCV Group email: **FM-PCV@cfa.harvard.edu**

**How to submit Petty Cash Voucher Requests:**

**Email Subject:** begin with PCV, division/ department abbreviation, number of PCVs attached and current date.

***Subject name: PCV HEA (2) 3/1/21***

**Attachment/Filename:** attachment should be saved as: PCV- name of employee seeking reimbursement – amount

***File name: PCV – Jane Doe - $25.02***

 **Tips before submitting:**

* Itemized receipt (Vendor, date of purchase, items, amount)
* Receipts within 30-days of purchase date\*
* Employee and supervisor/funds approver signatures (wet or electronic)
* Description of items purchased
* Justification of purchase
* Please present proof of conference attendance

\*30-day rule: clock starts ticking on the first day of conference attendance, not the date of registration.