Guidelines for faxing your Petty Cash receipts:

1. Supporting documentation cover sheet must be completed and must be the first page of the fax.
2. Include cash journal number on the top right hand corner of each page.
3. Include a Petty Cash Reconciliation Report and Bank Statement (if applicable) with your request for replenishment.
4. All receipts must be copies onto an 8 ½ x 11 sheet of paper to fax.

Fax completed packet to: 443-287-9357