

Johns Hopkins University
Accounts Payable Shared Services – Petty Cash Unit
**Petty Cash Supporting Documentation
Cover Sheet**

Custodian Name (Print) _____ Date _____

Sender Name (Print) _____ Phone Number: _____

Petty Cash or Remote Imprest Fund Number _____

Cash Journal Number _____

Total pages including this cover sheet _____

DOCUMENT NUMBER _____

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

Accounts Payable Shared Services
Johns Hopkins @ Keswick
3910 Keswick Road, Ste. N4300
Baltimore, MD 21211
443-997-4921 or 6688

Form B-27 created 03/02/07