

EMPLOYEE EXPENSE REIMBURSEMENT VOUCHER NO. _____	NEW YORK CITY HOUSING AUTHORITY	DIVISION/DEVELOPMENT _____
---------------------------------------------------------	----------------------------------------	----------------------------

To avoid unnecessary rejections, refer to **PETTY CASH STANDARD PROCEDURE 100:61:1** and **DISALLOWANCE CODES** (see reverse). Petty Cash Reimbursement Requisition should not consist of more than 30 Petty Cash vouchers.

DATE OF EXPENDITURE	DESCRIPTION/REASON(S)	AMOUNT	ACCT. NO.	FOR DISB. DIV. USE
				DISALLOWED (See Codes on reverse)
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
TOTAL		\$	 	INIT. BY

WRITE OUT DOLLAR AMOUNT OF THIS VOUCHER. DO NOT USE FIGURES.

Dollars _____ *Cents* _____

FOR USE BY ATM/DEBIT CARD/PIMS PETTY CASH USERS:

TRANSACTION #: _____ INITIALS OF PERSON ENTERING DATA _____ DATE ENTERED: _____

ACKNOWLEDGMENT OF EXPENDITURE & RECEIPT

I certify that I have expended the amount indicated on this voucher for the goods, services, and/or supplies described hereon, and that the attached documentation of the transaction(s) is complete and accurate.

NAME (Print) _____ TITLE _____

SIGNATURE _____ DATE _____

CERTIFICATION & APPROVAL

I certify that I have reviewed this voucher and the attached documentation, that every expenditure described on this voucher was necessary to the business of the Authority, that it was impracticable to enter into a written contract for any such expenditure, and, therefore, it was necessary to pay immediately in cash for every such expenditure.

SUPERINTENDENT (when required) - PRINT NAME	SUPERINTENDENT - SIGNATURE	DATE
DIVISION CHIEF - PRINT NAME	DIVISION CHIEF - SIGNATURE	DATE

COUNTER-SIGNATURE REQUIREMENT FOR PURCHASES OF MATERIALS, SUPPLIES, OR SERVICES COSTING OVER \$300.

PRINT NAME	SIGNATURE	DATE
------------	-----------	------



DISALLOWANCE CODES

(FOR FINANCE/DISBURSEMENTS DIVISION OR MANAGEMENT/COMMUNITY OPERATIONS BOROUGH USE ONLY)

1. Superintendent's signature required when expenditure originates in Superintendent's office.
2. Manager's signature required or Superintendent's when acting as Manager.
3. Disallowed. Merchandise available in stock.
4. Director's approval required for Notary Public.
Borough Director's approval required for Manager's expenses.
5. Indicate nature of emergency causing this purchase.

6. Receipted original bill required. If other than original, explain in writing:

7. Explain why items were not purchased on P.O. (attach copy of Authorization & Receipt for Petty Cash Advance, Form 121.004B, when advances are issued).

8. NYCHA is tax exempt.

9. Indicate sample of rubber stamp(s) purchased.

10. Each change on invoice requires Manager's initials (do not white-out to modify invoice information).

11. Lacks rubber stamp indicating employee's acknowledgment of expenditure and reimbursement.
Employee's signature also required.

12. Odometer reading required if daily mileage exceeds 30 miles.

13. Petty Cash funds should not be used for deposits on purchases.

14. Other (explain):

REASON(S) FOR DISALLOWANCE (Indicate Code No.)

