

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
PETTY CASH DISBURSEMENTS (FMIS-8A)

PURPOSE: To certify receipt of petty cash funds.

DATA ITEM	COMPLETION INSTRUCTIONS
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DEPARTMENT	Enter department name.
CUSTODIAN	Enter custodian's last name, first name, and middle initial.
DATE	Enter transaction date.
REIMB. NO.	Enter numerical sequence number (e.g., 1,2,3, etc.).
VENDOR	Enter vendor name.
ITEM/PURPOSE	Enter item purchased with petty cash funds.
ACCOUNT CODE	Enter 6-digit account code.
SUBCODE	Enter 4-digit subcode.
AMOUNT	Enter amount of purchase.
CASH PAID TO (SIGNATURE)	Signature is required by receiver of petty cash.
TOTAL	Enter total claim amount for this page.

Maintain FMIS-8A in office files to support petty cash disbursements. FMIS-8A forms are to be available for review upon request.
