

How to Submit a Petty Cash Reimbursement Request

Login to the Petty Cash Management Application at this URL:

https://lobowebapp.unm.edu/apex_ban/r/ban_fsm/pcrr233169/login

Click “Petty Cash Reimbursement Requests”

The screenshot shows the 'Petty Cash Management' application interface. The header includes the University of New Mexico logo and the user name 'mdesaute'. The main content area is titled 'Petty Cash Management' and contains six buttons arranged in a 3x2 grid:

- My Approvals (top-left)
- My Submitted Requests (top-right)
- Petty Cash Reimbursement Requests** (middle-left, circled in red)
- Petty Cash Fund Requests (Establish/Close/Increase/Decrease Funds) (middle-right)
- Request a New Petty Cash Custodian (bottom-left)
- Accounting Office Reports (bottom-right)

The URL at the bottom of the browser window is: https://lobowebapp.unm.edu/apex_ban/r/ban_fsm/pcrr233169/petty_cash_reimbursement_request?session=17413764512614

Click "New Petty Cash Reimbursement Request"

The screenshot shows a web application interface for the University of New Mexico. At the top is a dark red header bar containing the university logo on the left and the user name 'mdesaute' with a dropdown arrow on the right. Below the header, the main content area is divided into two side-by-side white panels. The left panel features a red square icon above the text 'New Petty Cash Reimbursement Request', which is circled in red. The right panel features a red square icon above the text 'My Saved Petty Cash Reimbursement Requests'. A mouse cursor is visible in the center of the page. At the bottom left, the text 'Release 1.0' is displayed, and at the bottom right, there is a small circular button with an upward-pointing arrow.

Select your Petty Cash Fund from the drop-down menu.

The screenshot shows the 'Petty Cash Reimbursement Form' interface. At the top, there is a navigation bar with the University of New Mexico logo and a user profile 'mdesaute'. The main heading is 'Petty Cash Reimbursement Form'. Below the heading, there are four numbered instructions regarding petty cash usage. A 'Petty Cash Reimbursement ID' field is populated with '2456'. A red circle highlights a dropdown menu for 'Select Your Petty Cash Fund'. The dropdown is open, showing a search bar and a list of options: 'MU Athletics - 2U0225', 'MU Midweek Movie Pc - 2U0228', 'MU Lobo Cash - 2U0234', 'MU ISR Petty Cash - 2U0270', 'MU Emergency Ops (Tr Petty Cash - 2U0274', 'MU Psychology - PCNC Petty Cash - 2U0313', and 'GU I and G - 4U0006'. The 'MU Emergency Ops (Tr Petty Cash - 2U0274' option is highlighted in red. Below the dropdown, there is a 'Requestor' field and a 'Purchase Details' section with 'Add Row' and 'Delete Row' buttons. A table with columns 'Purchase Date', 'Purchase Desc', and 'Vendor Amount' is partially visible.

Your Name and NetID should be auto-populated in the "Requestor" field.

Next, enter the details from your Receipt/Invoice to be reimbursed in the “Purchasing Details” section. Click “Add Row” to enter a new record.

Petty Cash Reimbursement Form

* Select Your Petty Cash Fund: MU Emergency Ops Ctr Petty Cash -

* Requestor: Martin Desautels(MDESAUTE)

Purchase Details

To start entering purchase details, click on "Add Row". Add an additional row for each purchase request. The purchase request total must match the billing and denomination total in order to submit the form.

Add Row **Delete Row**

Purchase Date	Vendor or Payee Name	Purchase Desc	Vendor Amount
Click "Add Row" to start adding purchase details			

Purchase Total \$0.00

Attach receipts or other supporting documentation by clicking on 'Add Attachment' below.

Add Attachment

Using the calendar, select the Date from the vendor receipt/invoice.

THE UNIVERSITY OF NEW MEXICO mdesaute

Petty Cash Receipt Form

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Today

Vendor or Payee Name	Purchase Desc	Vendor Amount

1 rows selected

Purchase Total \$0.00

Attach receipts or other supporting documentation by clicking on 'Add Attachment' below.

Add Attachment

Go Actions

Enter the Vendor/Payee Name, Description of what was purchased and the total amount of the invoice.

Petty Cash Reimbursement Form

* Select Your Petty Cash Fund: MU Emergency Ops Ctr Petty Cash -

* Requestor: Martin Desautels(MDESAUTE)

Purchase Details

To start entering purchase details, click on "Add Row". Add an additional row for each purchase request. The purchase request total must match the billing and denomination total in order to submit the form.

Purchase Date	Vendor or Payee Name	Purchase Desc	Vendor Amount
8/10/2023	Staples	Various Office Supplies	45.61

1 rows selected

Purchase Total \$45.61

Attach receipts or other supporting documentation by clicking on 'Add Attachment' below.

Add Attachment

Q Go Actions

Repeat for additional receipts/invoices, creating one record for each one.

Next, attach a scanned copy of the vendor's receipt/invoice. Click on "Add Attachment."

The screenshot shows the 'Petty Cash Reimbursement Form' interface. At the top, there is a red header with the University of New Mexico logo and a user profile 'mdesaute'. Below the header, the form title 'Petty Cash Reimbursement Form' is displayed. A brief instruction reads: 'To start entering purchase details, click on "Add Row". Add an additional row for each purchase request. The purchase request total must match the billing and denomination total in order to submit the form.'

The main content area features a table with the following data:

Purchase Date	Vendor or Payee Name	Purchase Desc	Vendor Amount
8/10/2023	Staples	Various Office Supplies	45.61

Below the table, it indicates '1 rows selected' and shows a 'Purchase Total' of '\$45.61'. A text prompt says: 'Attach receipts or other supporting documentation by clicking on "Add Attachment" below.' The 'Add Attachment' button, which includes a paperclip icon, is circled in red. Below this are search and action controls, including a 'Go' button and an 'Actions' dropdown menu.

At the bottom, the 'Billing Details' section is visible with the instruction: 'To start entering billing details, click on "Add Row". Add an additional row for each line item. The billing total must match the purchase and denomination totals in order to submit the form.'

Select "Choose File."

The screenshot shows a web application interface for a Petty Cash Reimbursement Form. At the top, there is a red header with the University of New Mexico logo and the name 'THE UNIVERSITY OF NEW MEXICO.' on the left, and a user profile 'mdesaute' on the right. Below the header, the page title is 'Petty Cash Reimbursement Form'. A greyed-out background shows a table with columns for 'Purchase Date', 'Vendor', and 'Vendor Amount'. One row is visible with '8/10/2023', 'Staple', and '45.61'. A 'Purchase Total' of '\$45.61' is shown. An 'Upload Attachment' dialog box is overlaid on the table. The dialog has a title bar with a close button. Inside, there is a text input field labeled 'Attachment' containing the text 'Choose File', which is circled in red. Below this is a 'File Comments' text area and an 'Add Attachment' button at the bottom.

Purchase Date	Vendor	Vendor Amount
8/10/2023	Staple	45.61

Purchase Total: \$45.61

Attachment: Choose File

File Comments

Add Attachment

Locate and select the receipt/invoice scan file from your computer.

The screenshot shows a web application interface with a file explorer overlay. The file explorer displays a list of files, with 'Staples Invoice' selected and circled in red. The file details are as follows:

Name	Date modified	Type	Size
Staples Invoice	11/30/2023 9:21 AM	PNG File	198 KB

The file name 'Staples Invoice' is entered in the 'File name' field, and the file type is set to 'All Files'. The 'Open' button is highlighted.

The background web application interface includes a search bar, a 'Go' button, and an 'Add Attachment' button. A table displays the following data:

Vendor Amount
45.61

The 'Billing Details' section contains the following text: "To start entering billing details, click on 'Add Row'. Add an additional row for each line item. The billing total must match the purchase and denomination totals in order to submit the form."

Click "Add Attachment" when completed.

The screenshot shows the 'Petty Cash Reimbursement Form' interface. At the top, there is a navigation bar with the University of New Mexico logo and a user profile 'mdesaute'. Below the header, the form title 'Petty Cash Reimbursement Form' is displayed. A table lists purchase details with columns for 'Purchase Date', 'Vendor', and 'Vendor Amount'. One row is visible with the date '8/10/2023' and vendor 'Staples', and a 'Vendor Amount' of '45.61'. A 'Purchase Total' of '\$45.61' is shown. An 'Upload Attachment' modal is open in the center, containing an 'Attachment' field with the text 'Staples Invoice.png', a 'File Comments' text area, and an 'Add Attachment' button at the bottom. The 'Add Attachment' button in the modal is circled in red. Below the table, there is a section for 'Billing Details' with instructions on how to add rows.

Purchase Date	Vendor	Vendor Amount
8/10/2023	Staples	45.61

Purchase Total: \$45.61

Attach receipts or other supporting documentation by clicking the "Add Attachment" button.

Billing Details
To start entering billing details, click on "Add Row". Add an additional row for each line item. The billing total must match the purchase and denomination totals in order to submit the form.

If uploaded correctly, a record of the image will now appear.

The screenshot shows the 'Petty Cash Reimbursement Form' interface. At the top, there is a red header with the University of New Mexico logo and a user profile 'mdesaute'. Below the header, the form title 'Petty Cash Reimbursement Form' is displayed. A table with columns 'Purchase Date', 'Vendor or Payee Name', 'Purchase Desc', and 'Vendor Amount' is shown, with '1 rows selected' and a 'Purchase Total' of '\$45.61'. Below the table, there is a section for attachments with the text 'Attach receipts or other supporting documentation by clicking on 'Add Attachment' below.' and an 'Add Attachment' button. A search bar with a 'Go' button and an 'Actions' dropdown is present. A table of attachments is displayed, with the first row circled in red. The table has columns: 'Filename', 'File Comments', 'Download', 'File Mimetype', and 'Delete'. The first row contains 'Staples Invoice.png', an empty 'File Comments' field, a 'Download' link, 'image/png', and a 'Delete' icon. Below the attachment table, there is a 'Billing Details' section with instructions: 'To start entering billing details, click on "Add Row". Add an additional row for each line item. The billing total must match the purchase and denomination totals in order to submit the form'. There are 'Add Row' and 'Delete Row' buttons. At the bottom, a table with columns 'Index Code', 'Acct Code', 'Fund Code', and 'Line Amount' is visible.

Purchase Date	Vendor or Payee Name	Purchase Desc	Vendor Amount
1 rows selected			-
Purchase Total	\$45.61		

Attach receipts or other supporting documentation by clicking on 'Add Attachment' below.

Add Attachment

Search: [] Go Actions

Filename	File Comments	Download	File Mimetype	Delete
Staples Invoice.png		Download	image/png	Delete

1 - 1

Billing Details

To start entering billing details, click on "Add Row". Add an additional row for each line item. The billing total must match the purchase and denomination totals in order to submit the form

Add Row Delete Row

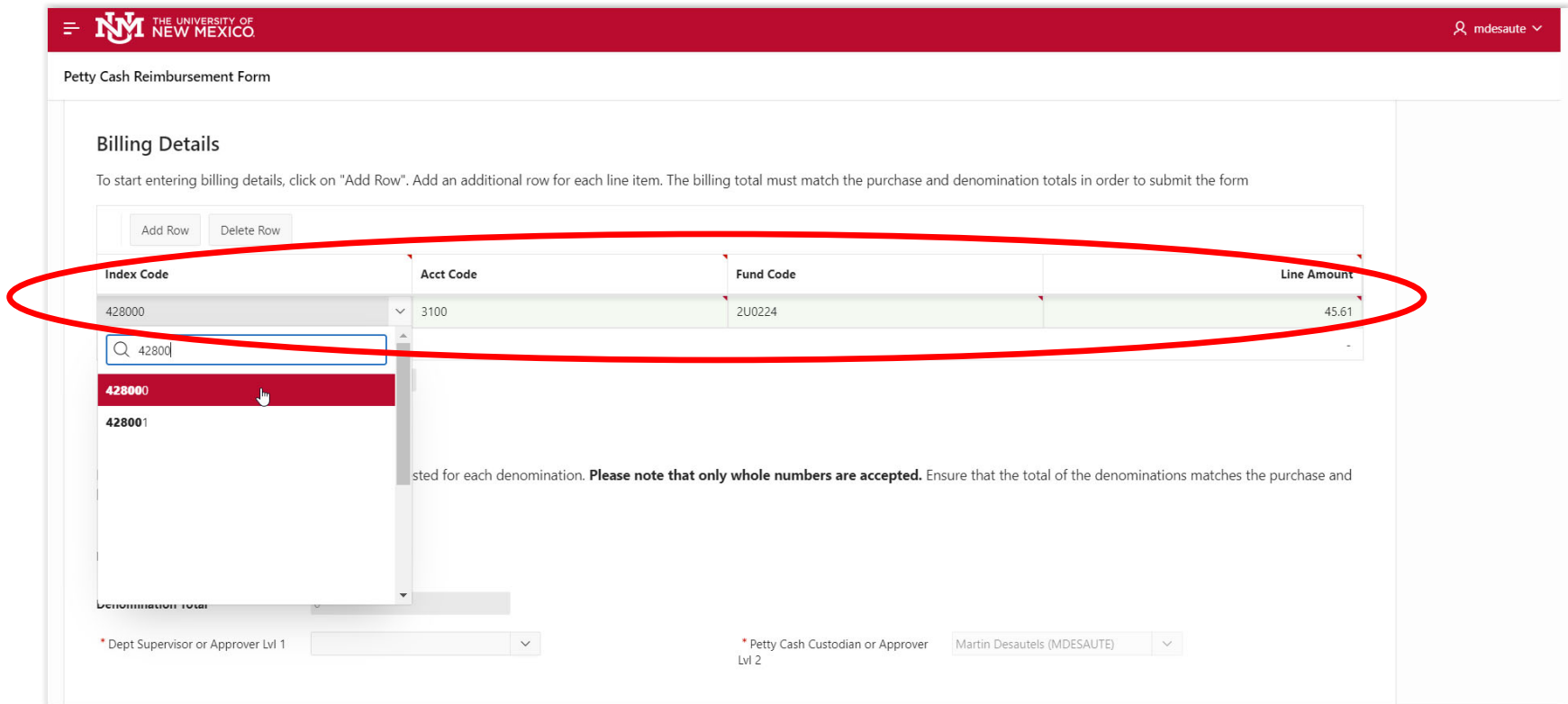
Index Code	Acct Code	Fund Code	Line Amount
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Next, enter the index/account where this charge will post to the accounting ledgers in Banner in the “Billing Details” section.

Click “Add Row” to begin.

The screenshot shows the Banner Petty Cash Reimbursement Form. At the top, there is a red header with the University of New Mexico logo and the user name 'mdesaute'. Below the header, the form title 'Petty Cash Reimbursement Form' is displayed. The main section is titled 'Billing Details' and contains the following text: 'To start entering billing details, click on "Add Row". Add an additional row for each line item. The billing total must match the purchase and denomination totals in order to submit the form'. Below this text are two buttons: 'Add Row' and 'Delete Row'. The 'Add Row' button is circled in red. Below the buttons is a table with the following columns: 'Index Code', 'Acct Code', 'Fund Code', and 'Line Amount'. The table is currently empty, with a magnifying glass icon and the text 'Click "Add Row" to start adding billing details' centered in the table area. Below the table, there is a 'Line Item Total' field with the value '0'. At the bottom of the form, there is a question: '* Are Exact Denominations Required?' with radio buttons for 'Yes' and 'No'. Below this question is a 'Denomination Total' field with the value '0'.

Enter the Index Code, Account Code and Amount of the charge. You can split the charge among multiple indexes/account codes, if necessary, by adding additional rows.



The screenshot shows the 'Petty Cash Reimbursement Form' interface. At the top, there is a red header with the University of New Mexico logo and the user name 'mdesaute'. Below the header, the form title 'Petty Cash Reimbursement Form' is displayed. The main section is titled 'Billing Details' and includes a helpful instruction: 'To start entering billing details, click on "Add Row". Add an additional row for each line item. The billing total must match the purchase and denomination totals in order to submit the form'. There are 'Add Row' and 'Delete Row' buttons. A table with the following columns is shown: 'Index Code', 'Acct Code', 'Fund Code', and 'Line Amount'. The first row contains the values: '428000', '3100', '2U0224', and '45.61'. This row is circled in red. Below the table, there is a search box containing '42800' and a dropdown menu showing '428000' and '428001'. At the bottom of the form, there are two dropdown menus for 'Dept Supervisor or Approver Lvl 1' and 'Petty Cash Custodian or Approver Lvl 2', with the latter currently showing 'Martin Desautels (MDESAUTE)'.

Index Code	Acct Code	Fund Code	Line Amount
428000	3100	2U0224	45.61

Next, indicate whether exact denomination of cash are required for pickup (i.e all \$5 bills, all nickels, etc). If you select “Yes” you can request exact denominations. If not, just select “No.”

Billing totals to successfully submit the form.

* Are Exact Denominations Required? Yes No

Purchase Total \$45.61

Ensure that the Purchase Total, Line Item Total and Denomination Total are all green and all match.

Purchase Total \$45.61

Line Item Total \$45.61

Denomination Total \$45.61

Next, select the supervisor of the person requesting reimbursement from the Drop-Down List.

Line Item Total \$45.61

Search: stef

- Steffany Sandoval (STEFFANY)**
- Darko **Stef**anovic (DARKO)
- Stef**an Posse (SPOSSE)
- Stef**an Menchinger (SMENCHINGER)
- Stef**ani Garcia (STNGARCIA)
- Stef**anie Woods (SBLACK2)
- Stef**anie Cardenas (SCARDENAS7)

Please specify the quantity of dollars for each denomination. For more information, see the Denomination. F

* Are Exact Denominations Required?

Denomination Total

* Dept Supervisor or Approver Lvl 1

The Petty Cash Custodian for the Petty Cash Fund you selected at the beginning will default in the “Petty Cash Custodian or Approver” box.

* Petty Cash Custodian or Approver Lvl 2

Martin Desautels (MDESAUTE)


Once everything is in order, click "Submit"

.ine Item Total and Denomination Total) match.

 Submit

 Save for Later

You should receive this message indicating the upcoming routing steps:

 **Row created. Your Petty Cash Reimbursement request has been submitted and is pending approval. Your request will route to your supervisor, your requested petty cash custodian followed by your central accounting office (UA or CGA) for approval. You will receive email notifications for each approval step. You can also log in to check status under "My Requests" within this Petty Cash Management (PCM) application. If you have any questions concerning this request, please contact Unrestricted Accounting office at gacal@unm.edu.**

You will receive email notifications throughout the approval steps, as well as an email notification when your Petty Cash is ready for pickup at the UNM Cashier's/Bursar's Cash Window.

From: cashiering@unm.edu <cashiering@unm.edu>
Sent: Thursday, November 30, 2023 10:10 AM
To: Marty Desautels <mdesaute@unm.edu>
Cc: Marty Desautels <mdesaute@unm.edu>; Marty Desautels <mdesaute@unm.edu>
Subject: Petty Cash Ready for Pickup

Dear Martin Desautels(MDESAUTE),

Your petty cash request 2417 is ready for pick-up at Cashiers. Please bring your UNM ID for verification. You cannot pick up your petty cash without your UNM ID.

You may delegate someone else to pick up the petty cash for you. If you are making this delegation, please send an email to cashiering@unm.edu with the name of the person who is picking up the petty cash and include the Petty Cash RequestID. The person must be a UNM employee and must present their UNM ID.

Please call Cashiers at 505-277-5363 or email cashiering@unm.edu if you have questions. Cashier window hours are open from 8 AM to 4:30 PM, Monday through Friday.