



Form 2815 FR.02A

Petty Cash Quick Voucher: COVID-19 Testing Reimbursements

Revised 8/10/2020

<b>Petty Cash Quick Voucher</b>		<div style="border: 1px solid red; padding: 2px; display: inline-block;"> <b>This form requires a Transaction Control Number (TCN).</b>          Click on the TCN icon to access a Transaction Control Number.       </div> <span style="font-size: 2em; font-weight: bold;">➔</span> <span style="color: blue; text-decoration: underline;">TCN</span>		TCN: _____	
Received: _____ Dollars			Date: _____		
Reason for the Expense: COVID-19 pre-test for students			Amount: _____		
<b>Initiated By</b> Print Name: _____		Signature: _____		Phone: _____	
<b>Approved By</b> Print Name: _____		Signature: _____		Phone: _____	
<b>Received By</b> Print Name: _____		Signature: _____		Phone: _____	
<b>Address (if not a Yale employee):</b>					
_____					
_____					
_____					
Yale Designated	Cost Center	Program	Project	Spend / Revenue Category	Ledger Account
YD02	CC0390	PG01624	PJ107293	SC088	81005

**Instructions for reimbursements to graduate and professional students for COVID-19 testing prior to arriving on campus:**

1. Students will be directed to their appropriate business office for assistance with this process.
2. Students should provide their business office with a copy of proof of payment for their COVID-19 test.
3. Business offices will provide students with a petty cash voucher (this form) for the amount they paid for the testing, up to a max reimbursement of \$120.
4. Students should bring/send completed forms, along with their valid Yale ID, to Treasury at one of the following:
  - 2 Whitney Avenue, 1<sup>st</sup> Floor (8:30am – 4:00pm)
  - 333 Cedar Street, 1<sup>st</sup> Floor (1:30pm – 3:30pm)
5. Business offices will keep a spreadsheet documenting the following for their reimbursements: student name, ID#, program, and amount reimbursed.
6. Business offices should send a copy of the spreadsheet listing all COVID-19 testing reimbursements for their program(s) to [Lisa Wohler](#) on September 1<sup>st</sup> and October 1<sup>st</sup> for reconciling charges to the COA.
7. Business offices departments should keep a file with the spreadsheet and supporting documentation.