



New Jersey Department of Children and Families Policy Manual

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Click here to view CP&P Form [16-29](#) (read only sample).

This form is available by pad, and can be ordered through the DCF Office of Facilities & Support Services using the "Forms Request Document" located on-line at: DCF Home Page>Facilities>Forms Request Document.

WHEN TO USE IT

This form is used by field staff when requesting reimbursement from the Local Office Petty Cash Fund for moneys spent on behalf of a child or client family.

HOW TO USE IT

- The form is completed by the employee, hand-written in ink.
- Enter the date of the request and the amount spent, as indicated.
- Under "For," enter a description of the item purchased and for whom it was purchased.
- At "Case Number," enter the NJS case identification number.
- The approving authority signs at "approved" and enters the date of the approval.
- The Worker signs the voucher at "received," and enters the date when the Petty Cash reimbursement is granted.
- Attach a merchandise receipt, when available.

DISTRIBUTION

Original - DCF Office of Accounting

Copy - Local Office Petty Cash File
Copy - Employee