

## PETTY CASH CHEAT SHEET

- ✔ Use only original receipts.
- ✔ Put our receipts on paper in the same order as they appear on the topsheet of the envelope. Out of order confuses the clerk and will slow down your cash return.
- ✔ Keep purchases under \$200 for each item. Don't confuse this with \$200 per receipt. Think per item - 15 tees for \$20 each is \$300 total and OK.
- ✔ Get receipts with store name printed on top if possible.
- ✔ Keep your own PC - if you give it to crew, get back the receipts and the cash and put it on your envelope or you will not get credit for the receipts that get turned in. IF you turn in an envelope for someone who didn't get PC issued, you are creating a cluster and will delay your cash reimbursement and possibly last check.
- ✔ Avoid using your credit card. You are on the hook for the charge and if the producer does not like the excuse you are screwed. If they don't dispense enough money for you there is likely a reason. The UPM is probably trying to control your spend and if you go over budget using your card and they don't like it you could be out. Just turn your receipts over faster.
- ✔ Don't come out of pocket. You are probably making content for a billion dollar corporation that don't deserve the charity of your credit or your cash. We work in entertainment and we GET paid to do our job, not the other way around. NEVER work for free - no exceptions!
- ✔ Get lunch or dinner receipts with line item detail - the IRS requires it. Credit card receipts with only a total and tip will get tossed. Indicate who, job position, date, what ordered, business purpose (ie: on call crew meal, catering, etc) was on the meal.
- ✔ When using a vendor that does not have the name of their business at the top of their receipt, get a business card or have them stamp the company name at the top. PC Hack: a bank endorsement stamp with the company's name will do just fine.

- ✓ **Get gas receipts NEED a total, not prepaid (meaning you pay then gas up). It will not be reimbursed even if you paid \$20 and got \$20 worth. Get a receipt that shows price per gallon, total, and gallons pumped.**
- ✓ **If the script calls for alcohol, cigarettes, or OTC drugs, have the clerk ring them up on a separate receipt and submit them on an envelope with other booz, etc, receipts. If the items need approval by an executive only these receipts will be delayed not the entire envelope.**
- ✓ **Avoid parking at a meter. You are chugging your own change into the meter and won't get paid back. You are better off spending \$8 to park in a lot where you can get a receipt as opposed to spending \$.80 cents in a meter that you just contributed to the show.**
- ✓ **Don't be abusive - avoid the valet. You may get hosed, depending on how vindictive the approval is on the day you turned in your envelope.**
- ✓ **The paper you get from most cash register receipts is thermal paper and over time it will fade, turn yellow or the writing will disappear altogether. This vanishing ink can happen in as little as 6 months and WILL be gone entirely in a few short years.**
- ✓ **When you turn in your PC to the office, MAKE SURE you get a receipt for the PC you just handed in AND make sure you copy the envelope, plus its contents, before you hand it over or slip it under the door of accounting.**
- ✓ **Get prior approval from the UPM or accountant to shop at a flea market where you will likely get flaky or no receipts.**
- ✓ **MOST IMPORTANTLY NEVER PAY FOR LABOR, RENTALS OR A DEPOSIT WITH CASH. Many producers will stiff you for the cash if you can't get it back.**
- ✓ **Don't use pen on the parts of the receipts you want to see later. The ink will make the thermal paper turn black and it spreads like a fresh tattoo in sea water.**
- ✓ **Highlighter does not help make your receipts more readable. Over a few weeks the ink turns black and obscures the detail below and will make your receipt invalid.**
- ✓ **Keep your receipts as flat as possible and not all crumbled up in the bottom of your bag or in your pocket, where they might get damp from a spilled drink or swamp ass on hot day.**
- ✓ **Wherever you put tape, even clear tape, the thermal ink will fade within a few weeks to the point where the ink will go away entirely**