

PETTY CASH FUNDS GUIDELINES

I. PURPOSE

To document supplementary guidelines to assist departments in administering petty cash funds.

REFERENCES

Upol 3-011

^ [Policy and Procedures 3-21](#), Petty Cash Funds

II. GUIDELINES

A. Changes to a Petty Cash Fund

General Accounting or Research Accounting, as appropriate, should be notified promptly of any change in a petty cash fund. This requires that a replacement Petty Cash Request/Change Form be completed indicating the change(s).

1. Change in Custody

The replacement Petty Cash Request/Change Form should be signed by the new custodian. Prior to accepting responsibility for the petty cash fund, the current custodian and the new custodian should audit the fund together to insure that the total cash and receipts equal the authorized amount of the fund.

2. Change of Amount

If the amount of a petty cash fund needs to either be increased or decreased, the replacement Petty Cash Request/Change Form should indicate the current amount of the fund, the amount of the requested increase or decrease, and the resulting new authorized amount of the fund.

In the case of an increase, a check payable to the custodian will be issued by Accounts Payable and should be cashed promptly and the proceeds added to the petty cash fund.

In the case of a decrease, the custodian should deposit the amount the fund is being reduced with the University cashier (Income Accounting and Student Loan Center) crediting the petty cash account (10100). A copy of the Departmental Deposit form along with a replacement Petty Cash Request/Change Form, indicating

the new amount of the fund, should be forwarded to General Accounting or Research Accounting, as appropriate.

3. Change of Chartfields

If the Activity or Project providing the funds for the petty cash fund needs to be changed, the current chartfields and the new chartfields should be indicated on the replacement Petty Cash Request/Change Form and forwarded to General Accounting or Research Accounting, as appropriate.

B. Changes to a Petty Cash Fund

Petty cash funds which are dormant or are no longer required should be closed.

Reimbursement should be requested for all unreimbursed receipts. Any shortage must be fully explained. In case of theft, University Police should be notified and a copy of the police report submitted with the reimbursement request.

Upon receipt of the reimbursement check, the custodian should deposit the full amount of the petty cash fund with the University cashier (Income Accounting and Student Loan Center) crediting the petty cash account (10100). A copy of the Departmental Deposit form along with written notification of the intent to close the petty cash fund should be forwarded to General Accounting or Research Accounting, as appropriate.

III. QUESTIONS REGARDING THESE GUIDELINES

Refer questions regarding these guidelines to General Accounting or Research Accounting, as appropriate.