

PROCEDURE TITLE:	PETTY CASH FUNDS & CHANGE FUNDS
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RESPONSIBLE ADMINISTRATOR(S):	VPFA, CONTROLLER, BURSAR
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APPROVED BY:	PRESIDENT

1.0 PETTY CASH FUNDS

1.1 Purpose

A petty cash process has been established which permits employees, with supervisory approval, to personally make, and be reimbursed for, emergency purchases of **\$20 or less**. *Personal funds may ONLY be used in those situations where an official University purchasing method (such as a procurement card) is not accepted.* The intended purpose and frequency of use determine the amount of the fund.

1.2 Request and Authorization

Any department wishing to establish a petty cash fund should contact the Office of the Controller to discuss the circumstances creating the need for such a fund. If approved, the department will submit a Request for Payment form (RFP) payable to the individual designated as the department custodian of the funds. If approved, a check will be issued. The custodian will cash the check at a local bank and place the funds in a secure, locked location. Refer to “**Safekeeping of Funds**”.

1.3 Use of the Funds

1.3.1 Petty cash fund purchases must comply with Purchasing Policy 4.0 and all related procedures.

1.3.2 *Note: Shawnee State University is exempt from Ohio state sales tax. If the vendor requires a tax exempt certificate or tax I.D. number, a form containing this information is available for printing on the Purchasing website at: <http://www.shawnee.edu/off/prch/Forms.htm>*

1.4 Fund Disbursements

- 1.4.1 Every reimbursement from the petty cash fund must be supported by a properly initiated and approved Petty Cash Voucher. These forms are available from the Office of the Controller.
- 1.4.2 The purchaser enters the date and amount of the purchase, a general description of the item(s) purchased, and the department name and account number, along with their signature. The original vendor's sales slip showing the detail and cost of the items purchased is then attached.

This documentation must be attached to receive reimbursement. A personal credit card slip without any detail is not sufficient.
- 1.4.3 The individual with signature authority for the department account being expensed signs the Voucher approving the use of the funds and subsequent reimbursement.
- 1.4.4 The completed Voucher and documentation are then taken to the petty cash fund custodian who checks the form for appropriate use and completeness. The reimbursement is given to the purchaser, who then signs the form acknowledging receipt of the funds. The paid voucher and related documentation are then kept with the petty cash fund.

1.5 Custodian Responsibilities

- 1.5.1 The custodian **MUST** be a fulltime University employee who accepts responsibility for the safekeeping of the fund and its proper usage.
- 1.5.2 The fund should be locked at all times and the key should be kept in the possession of the fund custodian. At no time should the fund be left in an unlocked desk drawer or a regular file cabinet.
- 1.5.3 The petty cash fund should be reconciled at least weekly by adding together the remaining cash and the total of the paid vouchers. This amount should match the overall total of the petty cash fund. If cash is short or over the original amount, notify the University Controller.
- 1.5.4 The fund custodian establishes the point at which the petty cash fund is replenished. This should occur at some point prior to exhausting all of the funds. To replenish the fund, a Request for Payment form (RFP) made payable to the fund custodian should be prepared. Enter the account numbers and amounts from the paid Vouchers and attach them to the RFP. Request the signature of the individual authorized to sign for the department. The individual approving the RFP **MUST** be someone other than the fund custodian. When processed, a check will be produced and

the applicable general ledger expense accounts will be charged for the purchases. The check will then be cashed by the custodian at a local bank, and the cash placed back into the petty cash fund.

1.5.5 At the conclusion of its use, the petty cash fund must be deposited back into the account from which it originated. Refer to “**Deposit Requirements**”.

1.6 Loss of Funds

1.6.1 Funds lost due to circumstances beyond the control of the custodian must be repaid from the department’s account or other available operating funds.

1.6.2 In the case of burglary or theft, the Office of Public Safety should be notified as soon as it is safe to do so. Refer to “**Guidelines in the Event of a Robbery**”.

2.0 CHANGE FUNDS

2.1 Purpose

Change funds are made available to authorized cash handling personnel for the purpose of making change for currency sales and/or services. If a department has a one-time need for change, please see a Bursar Specialist for assistance.

2.2 Request and Authorization

A Request for Payment form (RFP) should be sent to the Finance and Administration Office listing the name of the individual designated as the custodian of the funds, identifying the department account number, the amount of the request, and the purpose/use for the funds. If approved, a check will be issued to the requesting department. The fund custodian will cash the check at a local bank and place the funds in a secure, locked location. Refer to the “**Safekeeping of Funds**”.

2.3 Custodian Responsibilities

2.3.1 The custodian of the fund is fully responsible for the safekeeping of the fund and for its proper usage.

2.3.2 The fund should be locked at all times and the key should be kept in the possession of the custodian. At no time should the funds be left in unlocked desk drawers or a regular file cabinet.

2.3.3 Any discrepancies in the fund are the responsibility of the custodian.

2.3.4 Change funds must not be commingled with other funds or used for any other purpose.

2.4 Fund Restrictions

2.4.1 The change fund is to be used only for making change in cashiering operations such as the selling of tickets for athletic or student activity events.

2.4.2 The change fund cannot be used for expenditures. It is merely for making change.

2.4.3 At the conclusion of its use, a change fund must be deposited back into the account from which it originated. Refer to “**Deposit Requirements**”.

2.5 Loss of Funds

2.5.1 Funds lost due to circumstances beyond the control of the custodian must be repaid from the department’s account or other available operating funds.

2.5.2 In the case of burglary or theft, the Office of Public Safety should be notified as soon as it is safe to do so. Refer to “**Guidelines in the Event of a Robbery**”.

History

Effective: 01/20/16

Reviewed: 10/14/16 with no revision