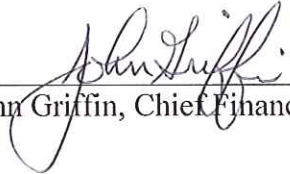


The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: AC022

Original Date: February 1, 2009

Revised: June 18, 2012


John Griffin, Chief Financial Officer

Title Petty Cash fund procedure

Statement

This procedure is established to document the handling and control of The University Corporation (TUC) petty cash funds.

Procedure

The University Corporation maintains two petty cash funds. The first fund is located in the TUC administrative office and contains \$250. The second fund is located at the Orange Grove Bistro and contains \$200. The petty cash funds are secured in safes in both locations with one custodian assigned to each fund.

The funds are used for miscellaneous purchases of food stuffs, supplies, gasoline, postage, parking fee reimbursements, etc. Requests for petty cash can not exceed \$50.

1. A petty cash slip (attached) must be completed for all petty cash requests.
2. If the request is a reimbursement, a paid receipt must be attached.
3. The slip is completed and approved by a manager of the Corporation under "approved by". A recipient cannot approve their own reimbursement.
4. The recipient signs under "received by".
5. The custodian signs under "paid by" and verifies a valid receipt is attached. The petty cash slip with the receipt attached is returned to the petty cash box.
6. If the amount requested is an advance (example: \$40 to fill the van with gas), then the slip is completed for \$40 and when the recipient returns with the receipt and the change, the amount on the slip is crossed-off and revised. The change is returned to the locked box.
7. When the fund is less than \$50, a check request is completed to replenish the fund. The total of the receipts contained inside the box should equal the amount of funds being requested. The petty cash slips are attached to the check request as back-up for the amount being requested.
8. A check is issued to the Petty Cash Custodian and he/she will take it to Wells Fargo where it will be cashed and turned into small bills and change to replenish the fund.

9. The total of the cash and the receipts within each petty cash box at given time must equal the total petty cash value for that fund.