

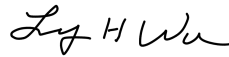
Procedure Number: AC022

Original Date: February 1, 2009

Revised: June 18, 2012

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Revised: December 4, 2022



Lih Wu, 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 fund.

Procedure

The University Corporation maintains a petty cash fund with the maximum balance of \$250 in the TUC administrative office. The petty cash fund is secured in the Accounting safe with one custodian assigned to the fund.

The petty cash is used for miscellaneous purchases of food& beverage for approved office events, supplies, gasoline, postage, parking fee reimbursements, etc. Requests for petty cash should not include prohibited items.

Petty Cash Purchases

- A petty cash slip with a paid receipt must be completed for all reimbursement requests.
- Petty cash slips with receipts for reimbursement must be forwarded to the Accounting Department at least once per quarter.

Petty Cash Slips

- The slip is completed, approved and signed, under “approved by”, by a manager of the Corporation.
- A recipient cannot approve their own reimbursement.
- The recipient of the purchase will sign under “received by”.
- The custodian of the petty cash fund will sign 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.

Advances

- 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.

Fund Replenishment

- As needed, a check request is submitted to Accounts Payable to replenish the fund. To ensure appropriate funds are available, the fund balance should be maintained at least \$50 at all time. 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.
- The back-up and check request should be filed and stored in a folder regarding petty cash (digital or paper) for audit purposes.
- A check is issued to the Petty Cash Custodian, and will be cashed at the bank with small bills and change to replenish the fund.
- The total of the cash and the receipts within the petty cash box at any given time must equal the total petty cash fund value.
- Periodic audit of the petty cash fund will be conducted by another Financial Services staff, other than the Custodian of the Fund. The audit will occur semi-annually or at least annually to ensure proper handling of petty cash.

Petty Cash Theft

- In the event of theft, Campus Security and the Executive Director should be notified immediately. A request and police report should be submitted requesting replenishment of the petty cash fund including date/time of theft, amount of theft, circumstances, and the steps taken to mitigate future theft.