

Petty Cash Fund Procedures

Effective July 1, 1998, the “campus” petty cash fund reimbursements will no longer be available at the cashier’s windows. Increased purchasing flexibility, such as the departmental purchasing cards, and the “next day delivery” contract with Boise Cascade, have made this generic petty cash fund obsolete.

For those departments who still have a need in this area, and who do not currently have a Petty Cash Fund, we encourage you to request a departmental petty cash fund. Located in the University Forms Section of this manual is a copy of a “Request to Establish a Petty Cash Fund/Change Fund” form for your convenience. The request should be from the official bearing budgetary responsibility and authorized to sign for the account(s) to be charged.

If you have any questions regarding this communication, please feel free to call Bob Vega at 278-2764, or e-mail him at bobv@csufresno.edu.

*******NOTICE*******

Gas receipts can no longer be turned in through Petty Cash. When using a Rental Car or Van, reimbursement for gas receipts must be requested on a Travel Application and Claim. (Receipts should have dates inclusive of trip dates.) When using your own Private Vehicle, reimbursement for mileage must also be requested on a Travel Application and Claim. (State reimburses mileage at .31 per mile.)

Petty Cash Procedures And Regulations

REGULATIONS

Establishment – Petty cash funds may be requested when there is an established need for repetitive small cash purchases. A request form should be completed with all the necessary information and appropriate signatures. After approval is granted, a check will be made payable to the custodian and available for pick-up in the Accounting Office.

Expenditures – At the time expenditure is made, a receipt will be obtained which contains the following:

- 1) *a)* Date of expenditure; *b)* Name of Vendor; and, *c)* Amount paid
- 2) Positive evidence that a payment was made. (Cash register receipt or handwritten invoice on which “paid” appears.)
- 3) Description of the goods purchased.
- 4) Signature indicating receipt of goods or services (when applicable).

Reimbursement – Reimbursement to the fund custodian will be made when the following documentation is submitted:

- 1) Reimbursement request form.
- 2) Petty cash voucher supported by purchase receipts.
- 3) Pre-approved food and related items (when applicable).

Closing – When petty cash funds are no longer needed, or upon termination or departmental transfer of the custodian, petty cash funds will be returned to the Accounting Office. **Transfer of funds to a successor is not authorized.** If a successor is to be furnished a petty cash fund, a new request is required.

Miscellaneous – Petty cash cannot be used to purchase anything requiring special approval, nor should it be used for purchases requiring a purchase order. When the fund is not in use, it must be kept in a secure, locked receptacle.

Theft – In the event of theft, notify Campus Police immediately. A new request should be submitted requesting reimbursement of the fund that will include the following details:

- 1) Date and time of theft
- 2) Amount of theft
- 3) Circumstances involved
- 4) Prevention taken against similar occurrences
- 5) Name of custodian and department

PROCEDURES

1. A “petty cash custodian” manages the petty cash funds, which currently exist in various departments. Each department must have their own fund if they wish to use petty cash for expenditures.
2. All petty cash purchases must be for valid and proper University business purposes; the same rules and criteria used by the Purchasing Department apply to petty cash purchases.
3. Purchase of a single item or multiple items totaling more than \$50 (excluding sales tax) on a single receipt, or invoice, can not be reimbursed by petty cash.
4. Individuals can claim reimbursement from department petty cash custodians by presenting original receipts, or by presenting order/registration form with copy of check, or credit card statement.
5. Petty cash custodians should request reimbursement of their departmental petty cash fund at least monthly by submitting the reimbursement request form along with the completed petty cash voucher.
6. Petty cash voucher may combine separate invoices, or receipts, from the same vendor if dated different days and they do not exceed the \$50 limit.
7. Purchases of food and/or snack related items should not be made from petty cash funds, except in limited circumstances and if approval is granted in advance.
8. Petty cash voucher must include a complete department account number and an authorizing signature.

Petty Cash Requirements For Departmental Petty Cash Funds

- Establishment of departmental Petty Cash Funds should be requested in writing to Mr. Robert Vega, Director of Accounting Services, MS #JA058, for consideration. The request should identify the petty cash custodian and the amount. (Maximum amount \$200.00)
- Once established, the fund should be kept in a safe, vault, or money chest adequate to safeguard the cash.
- The "Authorized Signature Form for Petty Cash Vouchers" must be completed and returned to the Accounting office before any reimbursement of the fund can be processed
- The original issue amount of the fund should be maintained at all times any cash, paid vouchers, and temporary cash advance receipts for pending purchases should combine to total the original issue amount of the fund.
- At least monthly, the fund should be reimbursed by submitting to the Accounting Office (MS #JA058) completed and approved Petty Cash Voucher forms substantiated by original receipts/invoices showing payment has been made.
- The Accounting office will issue a reimbursement check for the amount disbursed made payable to the Petty Cash Custodian.
- A reimbursement check cannot be issued for more than the original fund issue amount. Therefore, requests for reimbursement should occur before depletion of the fund.

(Revised 1/28/97)

Petty Cash Overview

- Cash Purchase Funds (petty cash), operated on an impress basis, provide cash for purchases or services not exceeding \$50 (exclusive of sales tax) per purchase or service.
- Purchase of a single item or multiple items totaling more than \$50 (excluding sales tax) on a single receipt can not be reimbursed by petty cash.
- All Petty Cash purchases must be valid and proper for University business purposes; the same rules and criteria used by the Purchasing Department apply to petty cash purchases.
- Petty cash voucher forms may combine separate invoices or receipts if from the same vendor even if dated different days. If combining receipts from the same vendor, the total voucher still cannot exceed \$50 (exclusive of sales tax)
- Purchase of food and/or related items cannot be made from petty cash funds except in limited circumstances. Small food items purchased for classroom instruction are allowed. All other food items purchased for consumption can only be reimbursed if accompanied by a pre-approved description of event form. Receipts and completed event forms should be sent to Dennis Livezey (MS #JA058) prior to the event for consideration of approval.

Petty Cash Reimbursement Requirements

- State Business Only - **No Personal Items**
- Not To Exceed **\$50** (Excluding Sales Tax)
- **Original** Documents Only
- **One Vendor** Per Voucher
- **Account Number** (10 Digit) Required
- **Authorized Signature** Required
- Voucher Completed In **Ink** Or **Typewritten**
- Food Must Be **Pre-Approved**

(Revised 1/28/97)

Petty Cash Reimbursement Procedures

I. If Department Has A Petty Cash Fund:

To Reimburse for cash purchases:

- Present original receipt/invoice showing payment has been made to department petty cash custodian for reimbursement.

To Advance for cash purchases:

- Obtain "Receipt for Funds Advanced" form from petty cash custodian
- Complete form and return to custodian for approval
- Once approved, custodian will issue funds
- After purchase had been made, return original receipt/invoice showing payment has been made with any remaining funds to custodian
- Custodian will return to you the receipt for funds advanced.

II. If Department Does Not Have A Petty Cash Fund:

- Obtain Petty Cash Voucher from Department Office
- Complete Voucher from information on ORIGINAL receipt/invoice
- Obtain account number and authorizing signature from Department Office
- Bring Completed Petty Cash Voucher and original receipt/invoice to Cashier in Joyal Administration Building for reimbursement

September 20, 1994

REMINDER OF PETTY CASH PROCEDURES

The following information is provided to summarize and clarify current University procedures and State Controller's Office and Department of Finance rules and regulations concerning the use of petty cash funds for approved and authorized purchases. Please use the Petty Cash Voucher Form, which is located in the University Forms section of this manual, as a master copy for your office. This is a revised form and is to be used effective immediately for obtaining reimbursement from petty cash custodians or from the Accounting Office Cashier.

1. A number of petty cash funds currently exist in various departments and are managed by a "petty cash custodian." The Accounting Office also maintains a petty cash fund located in the Joyal Administration Building at the Cashier's window.
2. All petty cash purchases must be for valid and proper University business purposes; the same rules and criteria used by the Purchasing Department apply to petty cash purchases.
3. Purchase of a single item or multiple items totaling more than \$50 (excluding sales tax) on a single receipt can not be reimbursed by petty cash.
4. Individuals can claim reimbursement from department petty cash custodians by presenting original invoices and receipts or by presenting order/registration forms and copies of canceled checks (front and back). Individuals can also claim reimbursement from the Accounting Office Cashiers by submitting a petty cash voucher form with original invoices and receipts or by submitting order/registration forms and copies of canceled checks (front and back).
5. "Petty Cash Custodians" should request reimbursement of their departmental petty cash fund at least monthly by submitting petty cash voucher forms with original invoices and receipts or by submitting order/registration forms and copies of canceled checks (front and back) attached.
6. Petty cash voucher forms may combine separate invoices or receipts if from the same vendor and if dated different days.
7. Purchases of food and/or related items cannot be made from petty cash funds except in limited circumstances as described in Food and Related Items memorandum previously issued by the Accounting Office. Such petty cash vouchers can be reimbursed only if accompanied by pre-approved, required information as described in memo referenced above.
8. Petty cash voucher forms must include a complete department account number and an authorizing signature.

If you have any questions, please call Dennis Livezey at 278-2876.

Robert P. Vega
Director of Accounting Services

Food and Related Items

In general, California State Law does not allow for the purchase of food and related items except in limited circumstances. Title 5 Section 41600 (b) and (c) defines the circumstances when it is appropriate to purchase food and related items:

- (b) Official activities commonly engaged in by campus administrators and customarily recognized as essential for promoting and maintaining student, faculty and staff morale and for developing and maintaining effective relations with the community. Such activities may include but are not limited to campus receptions, public ceremonies, and lay advisory committee meetings concerned with various aspects of the campus instructional program such as teacher education, business education and engineering education.

- (c) Providing essential accommodations and sustenance for official guests of the campus.

Other necessary requirements are that purchases must be made through the Purchasing Department, as are all other University purchases, and, that purchase of food and related items not be made through a third party in order to circumvent established procedures. Also, food purchases which would otherwise meet the criteria of Title 5, Section 41600 are not allowable from the California State Lottery Fund, and in most cases are also not allowable from State trust accounts

The President or the President's designee must also approve purchases, which meet all of the above stated criteria.

Please adjust your requisition to include the required information listed on the reverse of this form, or, complete the information on the reverse of this form, attach it to your requisition and return the documents to the Accounting Office at mail stop #JA058. The Accounting Office will review the expenditures to ensure that expenses fall within the purview of Section 41600. Our office will then forward the requisition for final approval to the President/President's designee.

Accounting Office