

Procedure Guidelines and Business Process Guide

Department: Fiscal Services
Procedure Title: Petty Cash & Change Fund Procedures
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ICSUAM Policy/ authoritative source(s):

3103.11 - Petty Cash

Revision History			
Date	By	Action	Pages
10/3/04	Kimberly Perez	Creation	3
01/11/2018	Casey Smith	Update per ICSUAM Policy	3

DESCRIPTION:

Cash purchase (Petty Cash) funds may be established in individual Departments on campus. The need for the funds will be evaluated by the University Controller. If the need is determined to exist, the fund will be assigned to a specific individual (the Fund Custodian) who is responsible for the accounting and security of the money. Petty Cash Funds will be reimbursed by submitting the Petty Cash Reimbursement Form with receipts attached for petty cash purchases to the University Cashiers Office.

PROCESS:

To set up a Petty Cash Fund, a written request on the “Petty Cash & Change Fund Issuance/Return form” (<https://afd.calpoly.edu/fiscalservices/forms.asp>) must be sent to the University Cashiers Office identifying the Fund Custodian, the Department or Division for which the fund is being established, and the amount requested. The request should be signed by the Fund Custodian and the Department / Division Head or Dean as applicable. Upon receipt of the approved Petty Cash Request Form, Cash will be ordered and distributed to the Fund Custodian by the University Cashiers Office. The same procedure is followed to increase the amount of an existing account.

To setup a Change Fund, a written request on the "Satellite Cashiering Location Request Form" (<https://afd.calpoly.edu/fiscalservices/forms.asp>) must be sent to the Fiscal Services Department identifying the Location, the Department or Division for which the fund is being established, and the anticipated business activities for the particular unit. The request should be signed by the Department/Division Head or Dean as applicable.

Each Fund Custodian should maintain the Fund at his or her work station during normal working hours. The money should be secured so that unauthorized individuals do not have access to it and the fund should be locked at night in a restricted area. If the Fund Custodian will no longer be working at Cal Poly or is taking an extended leave, the Fund shall be turned in to the UCO. A new Custodian can fill out the Petty Cash fund request Form, and submitted to the University Cashiers Office.

The Fund should be available for audit with or without notice and the cash on hand plus receipts for amounts paid out (if any) should equal the accountable amount. It is not necessary to return the Fund at the end of each fiscal year. However, all receipts should be submitted by the date designated in the year end schedule (usually 5 working days prior to the last working day in June) so that the expenses are recorded in the correct fiscal year.

If a Faculty/Staff member requests an advance from the Fund to make a purchase, a note giving the date and amount of the advance and signed by the recipient should be placed in the Fund. When the receipts from the purchase are submitted to the Custodian (plus or minus any cash difference), the note can be discarded.

The daily limit for purchases from a single vendor (excluding sales tax) is \$50 regardless of the size of the Fund. Any purchase exceeding this amount should be done through a regular requisition. However, transactions on different days from different vendors can be combined on a single voucher. Reimbursements should be obtained within 30 days of the purchase (or more frequently if needed) to meet the operating requirements of the department.

Purchases made through this account are still subject to the same state spending guidelines as any other purchases. Expenses that cannot be paid from petty cash include, but are not limited to, the following: invoices from vendors, payments for services to employees or independent contractors, loans and advances. Vouchers are exchanged for cash through the University Cashiers Office and should contain a description of the items being purchased, the account number to be charged, the signature of the person approving the expense, and the signature of the person receiving the money (these two signatures cannot be the same person).

Cash counts for Petty Cash and Change Funds shall be conducted in the following manner and in compliance with the following schedule prescribed by ICSUAM 3103.11:

The cash counts will be conducted by a representative of the University Cashiers Office. Cash Count Forms will be logged by that office as to date and frequency of count, in order to ensure compliance.

In the event of theft, notify Campus Police immediately. A new request should be submitted requesting reimbursement of the fund which includes the following:

- Date and time of theft
- Amount of theft
- Circumstances involved
- Copy of police report
- Prevention taken against similar occurrences

The frequency of the counts shall be as follows:

Size of Fund	Frequency of Count
\$200.00 or less	Annually
\$200.01 to \$500.00	Quarterly
\$500.01 and over	Monthly

A copy of this procedure shall be distributed to Fund Custodians of Petty Cash Funds issued to or changed after January 22, 2018.

CONTACT(S):

<u>Office and contact name:</u>	<u>Phone Ext:</u>	<u>Email:</u>
University Cashiers Office	6-2256	universitycashier@calpoly.edu
Casey Smith (University Cashiers Office)	6-2310	csmit203@calpoly.edu