DESCRIPTION:

Cash purchase (Petty Cash) funds may be established in individual Departments on campus. The need for the funds will be evaluated by the Director of Student Financial Services. 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 must be sent to the Fiscal Services Department 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.

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 transferred to a new Custodian using the Petty Cash Transfer Request Form, or it shall be redeposited with the University Cashiers Office. Any transfer requests shall be submitted to the Director of Student Financial Services.

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. 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.

The frequency of the counts shall be as follows:

<table>
<thead>
<tr>
<th>Size of Fund</th>
<th>Frequency of Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200.00 or less</td>
<td>Annually</td>
</tr>
<tr>
<td>$200.01 to $500.00</td>
<td>Quarterly</td>
</tr>
<tr>
<td>$500.01 and over</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

A copy of this procedure shall be distributed to Fund Custodians of Petty Cash Funds issued to or changed after September 25, 2000.

**CONTACT(S):**

**Office and contact name:**  
Lorinda Esparza (University Cashiers Office)  
Kathryn Dunham (University Cashiers Office)

**Phone Ext:**  
6-2256  
6-2310

**Email:**  
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