



Petty Cash / Cash Drawer
Establish or Fund Change Request

- Establish
Increase
Decrease

Date: []

Department: []

Account #: [] [] 100200
Fund Department Account

Requested Custodian(s)

Primary Name (print or type information): []

Title: [] APU Employee ID: []

Secondary Name (print or type information): []

Title: [] APU Employee ID: []

Amount: [] (Petty Cash maximum amount \$400.00)
(Cash Drawer amount varies upon departmental needs)

Reason for Request: []

Will fund be: [] Temporary [] Permanent

If temporary, for what period will the fund be needed? From [] to []

Custodian Signature Date

[] I have read the Statement of Custodial Responsibility for Petty Cash and/or Cash Drawer Funds

Department Manager Approval Date

Business Office Approval Date

Statement of Custodial Responsibility for Petty Cash and/or Cash Drawer Funds

In accepting custody of a petty cash fund or a cash drawer fund. I agree to be personally accountable to Azusa Pacific University for the appropriate care and disposition of the funds issued. I will become familiar with the physical security arrangements available to me for the care of the funds and hereby agree that the arrangements are adequate for me to accept the responsibility as the custodian of the funds. I further agree that if these funds are lost or stolen due to my negligence, Azusa Pacific University may require reimbursement from me for the amount lost or stolen. Should this situation occur, I hereby authorize a payroll deduction from my paycheck to reimburse Azusa Pacific University.

Under no circumstance are these funds to be used to cash personal checks; to make payment for services; to make loans; to purchase and resell stamps; to pay travel expenses or payroll expenses; or to pay other departments.

Funds are to be available for audit by Business Office personnel and/or external auditors once each semester. Petty cash funds should always consist of cash on hand and receipts on hand in the exact amount of the advance. Cash drawer funds should always total the amount issued.

To establish or increase a petty cash or cash drawer fund. Accounts Payable will issue a check to the custodian. The check will be sent to Cashiering Services where it will be cashed and the custodian will be contacted for pick-up.

As custodian of a petty cash fund, I am responsible for obtaining vendor receipts for each purchase made. The receipt should show the vendor; quantity, description, and cost of each item purchased. Vendor receipts should be retained with the petty cash fund until submitted for replenishment of the fund. They are proof that funds have been properly paid out and will be treated as cash.

I realize that an individual authorized to make a purchase from a petty cash fund may not have the funds to make the purchase. In that case, I may hold a memorandum receipt with the authorization to make the purchase until such time as the exact amount is known and the receipt is available to attach to the vendor. Normally, not more than one workday should lapse between issuing funds on such a memorandum receipt and its redemption.

At least monthly (or more frequently if petty cash funds are nearly depleted). I will prepare a **Petty Cash Replenishment Form** and submit it with the vendor receipts to Accounts Payable. A replenishment check will be given to Cashiering Services where I will be able to pick up the cash to replenish my petty cash fund.

If a change in custodians is required, I am responsible for obtaining a **Petty Cash and/or Cash Drawer Closing Form**. If you are closing a petty cash fund, the completed form with all remaining cash and receipts should be returned to the Cashier's Office. If you have no remaining cash please return the completed form and receipts to Accounts Payable. If you are closing a cash drawer fund complete the form with the original cash amount requested and return to the Cashier's Office. I will also request a **Petty Cash/Cash Drawer Establish or Fund Change Request Form** having the new custodian and the department head sign it, and submitting it to Accounts Payable to re-establish a new petty cash fund or a cash drawer fund.

All forms above can be found on the APU web site>resources>Business Office>Accounts Payable or from the Business Office, in Accounts Payable department.

I agree to return to Azusa Pacific University the full amount of the petty cash and/or cash drawer fund as soon as it is no longer needed to fulfill its original purpose.

I certify that i have read and understand the above and acknowledge receipt of a copy of these agreements. I also acknowledge receipt of cash in the amount of \$ _____

The cash is/will be in this location _____

Custodian's Name

Date

Custodian's Signature

Extension

Business Office Representative

Date