

DEPARTMENTAL PETTY CASH GUIDELINES FOR USE

Petty Cash funds are set up for departments that have a need for frequent small expenses. The purpose is to reduce the number of checks issued and to provide the department with a means of accomplishing tasks more quickly. These requests are subject to approval from the Business Office. If you would like to request petty cash fund or an increase to an existing account, please submit a **Petty Cash/Cash Drawer Establish or Fund Change Request Form** from the APU website>Resources>Business Office>Accounts Payable or from the Accounts Payable Department at accountspayable@apu.edu.

All expenses incurred on behalf of Azusa Pacific University must follow (no matter the payment method) the APU Travel & Expense Guidelines and Purchasing Policy. When you need to replenish your cash, you will submit a Petty Cash Replenishment Form located on the APU website like the one provided to you with this description in order to replenish the cash. When you have used most of your petty cash fund you should request reimbursement. You will need to plan your cash expenses carefully as it may be at least one week (in by Friday, out by the next Friday) before you receive your reimbursement back from the Business Office based on funds that are available.

Enter your department name and the date you are turning in the form. The amount of the check should be the required amount needed to bring your account back to its original amount (i.e. \$200.00 or \$150.00 etc.).

"Total Petty Cash" is your original amount. The remaining blanks should be filled in using the example below:

- | | |
|-----------------------------|-------------------|
| 1. Petty Cash for expenses: | original amount |
| 2. Less: Cash on hand: | actual money left |
| 3. Total to be Reimbursed: | #1 minus #2 |
| 4. Less Receipts: | total of receipts |
| 5. CASH OVER/SHORT: | #3 minus #4 |

If the total of receipts (#4) does not equal the total reimbursed (#3) then enter the amount on #5. PLEASE do not adjust it in the "Less Cash on Hand:" as this does not give you a clear indication of the transactions. If the cash is "over or short" please give an explanation as to why.

Please use the "CASH GIVEN TO" column to list the student name Petty Cash was given to.

All requirements that apply to an expense reimbursement can be found on the APU's **Travel and Business Expense Policy and Purchasing Policy and Procedures** also apply to the use of petty cash.

List all the receipts' in the "Place and Purpose of Expense" area with the amount and the account that is to be charged for each item as there may be several different account numbers involved.

If meals include other persons, IRS regulations require that you list the names of guests and the business purpose of the meeting.

Please be sure the person who fills out the request signs the form and that there is an authorized signature by a supervisor before it is sent to the Business Office.

RULES FOR HANDLING PETTY CASH

Plan the amount of petty cash to request based on the expected usage. The Business Office standard for cash on hand is the amount of cash needed in 1 week and not more than the amount needed in 1 month.

DO NOT MINGLE THIS MONEY WITH ANY OTHER INCOME MONEY OR FUNDS RECEIVED.

To have a petty cash fund it is required that it be kept in a locked place with limited access, specifically with no more than 1 or 2 employees having access to the funds.

If an amount of petty cash is given to someone in the department, a note stating; the date, who, how much, and for what purpose, needs to be placed in the petty cash container. For example, *7/14/2015, John Doe has \$20.00 for business lunch.*

Please direct all inquiries to Accounts Payable at #4696 or accountspayable@apu.edu.