

## Petty Cash

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### CREATING A PETTY CASH DOCUMENT

→ → YOUR PETTY CASH REQUEST NEEDS TO BE CREATED AND APPROVED ONE DAY BEFORE YOU NEED THE REIMBURSEMENT!! ← ←

- Create the document as a line funded AFE.
- The ordered by and deliver to names should be the name of the Petty Cash Fund Custodian.
- Select vendor - Cashiers Univ - Treasurers Office - V0000200050.
- Prepay? field should be blank.
- Input the line items with a quantity of 1, a Unit Of Measure of EA or LOT, a Unit Price and Account/Subcode.
- An optional comment (Enter Comments Save First!) can be input stating this is a "*Reimbursement of Petty Cash Funds*".
- Complete and send your document into the approval process.

### APPROVAL

Your document will go to your department's approver. If the official function/hospitality subcode 482x was used on any line item, that line will go to the hospitality approver also.

### PRINTING

Accounts Payable needs **BOTH** an official copy and a file copy for petty cash reimbursements. The official copy is used by the cashier to issue your reimbursement. The file copy is used by Accounts Payable to charge the document to the listed account numbers.

## REIMBURSEMENT

A calculator tape should be submitted and/or highlight specific amounts on receipts when submitting document support for petty cash. The fund custodian should sign the official copy.

**THE DAY AFTER YOU COMPLETED YOUR DOCUMENT**, bring both copies and your documentation to Accounts Payable for reimbursement.

Fund custodians and alternate fund custodians are the **ONLY** individuals authorized to pick up the Petty Cash funds from the Cashier's Office.

Your document can be viewed on FRS screens 29A, 224, 228 & 284.  
Petty cash policies can be found in FPI Manual, Chapter G-1.