Cancels: PRO-U5351.12B Reimbursing Petty Cash Funds
See Also: FRM-U5351.12B Petty Cash and Change Fund Maintenance Form

PRO-U5351.12B MAINTAINING PETTY CASH FUND OR CHANGE FUNDS

**Action by:**

**Department Assigned Cash Custodian**

1. **Completes** Petty Cash and Change Fund Maintenance e-form (FRM-U5351.12B) when:
   a.) There is a change in the Cash Custodian assigned,
   b.) There is a need to increase or decrease the fund amount, and/or
   c.) There is a need to close the fund.

2. **Submits** form to Financial Manager.

**Financial Manager**

3. **Reviews** request and **sends** form to Treasury Services if approves.

**Treasury Services**

4. **Receives** form and **evaluates** request.

5. If does not approve,
   a.) **Contacts** Financial Manager to discuss reasons and options.
   b.) **Disapproves** form back to form submitter.

6. If request is for a change in cash custodian and approves, **go to** Step 7.
   If approves change in fund amount or closing of fund, **go to** Step 12.
**PROCEDURE**

**Action by:** Treasury Services

1. **Action:** Maintaining Petty Cash or Change Funds

2. **Action:** Treasury Services

7. Enrolls designated cash custodian for on-line cash handling training.

Cash Custodian

8. After receiving enrollment notice for training, logs in to training system and completes the on-line course.

9. Notifies the Treasury Services Manager that course has been completed.

Treasury Services

10. Verifies course completed.

11. If request does not include a change in fund amount, locks form. [End of procedure.]

If request does include a change in fund amount, go to Step 12.

12. Approves form to SBO.

SBO Cashier

13. Receives and locks form.

Cash Custodian

14. Receives “Form Locked” email notice.

15. Prints form.

16. a.) If closing fund, places and locks total amount of cash funds in locking bag.

b.) If decreasing fund, places and locks cash amount of decrease in locking bag.

c.) If increasing fund, leaves funds with department and obtains locking bag to pick up increased cash amount.

17. Brings printed form, personal identification, and locking bag to SBO.

SBO

18. Verifies Cash Custodian’s identification by comparing the Cash Custodian’s name on FRM-U5351.12B and the ID presented.
### PROCEDURE

**Action by:** SBO (cont.)

**Action:**

19. **Processes** request in accordance to SBO procedures and **gives** Custodian receipt.

**Cash Custodian**

20. **Places** cash and receipt in locking bag.

21. **Secures** cash promptly in department’s physical storage device.

22. **Retains** receipt for record keeping.