PRO-U5351.12B  REIMBURSING PETTY CASH FUNDS

**Action by:**

**Fund Custodian**

1. **Determines** that petty cash fund needs to be replenished.
2. **Completes** Petty Cash Fund Check Request Form.
3. **Attaches** original receipts for purchases to be reimbursed.
4. **Submits** to Financial Manager or Budget Authority for approval.
   
   **Note:** Approver must be other than employee requesting reimbursement.

**Financial Manager or Budget Authority**

5. **Approves** form, **ensures** that form includes reconciliation of petty cash fund and **returns** form to custodian.
   
   5a. If does not approve, **provides** explanation.

**Fund Custodian**

6. **Copies** form and places copy in department file.
7. **Submits** form with original receipts attached to Purchasing.

**Purchasing**

8. **Reviews** Petty Cash Fund Check Request Form and accompanying receipts and **approves** if appropriate.
   
   8a. If form is not complete, is not in compliance with policy, or is not approved by Financial Manager or Budget Authority other than the requesting employee, **returns** the form to the custodian and **explains** the reason.
9. **Forwards** approved form to Accounts Payable.

**Accounts Payable**

10. **Processes** Petty Cash Fund Check Request Form and **delivers** check to University Cashier.

11. **Files** form and receipts.

**University Cashier**

12. **Informs** custodian when reimbursement check is available for pick-up.