

## PROCEDURE

Effective Date: July 18, 2005

Revised: June 18, 2019

Approved By: Director of Financial Services

Authority: POL-U5351.12

See Also:     [FRM-U5351.12A](#)   Petty Cash and Change Fund Authorization Form  
                   [FRM-U5351.12B](#)   Petty Cash and Change Fund Maintenance Form  
                   PRO-U5351.12B   Maintaining Petty Cash and Change Funds Procedure  
                   [PRO-U5351.12C](#)   Advancing Temporary Change Funds to Departments Procedure

### **PRO-U5351.12A   REQUESTING PETTY CASH FUND OR CHANGE FUNDS**

Action by:Action:

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|---------------------------------------|---|
| Department Assigned<br>Cash Custodian | 1. <b>Completes</b> <i>Petty Cash and Change Fund Authorization e-form</i> (FRM-U5351.12A).   |
|                                       | 2. <b>Submits</b> form to Financial Manager.  |
| Financial Manager                     | 3. <b>Reviews</b> request and <b>sends</b> form to Treasury Services if approves.   |
| Treasury Services<br>Manager          | 4. <b>Receives</b> form and <b>evaluates</b> request.   |
|                                       | 5.   If does not approve,<br><br>a.) <b>Contacts</b> Financial Manager to discuss reasons and options.<br><br>b.) <b>Disapproves</b> form back to form submitter. |
| Cash Custodian                        | 6.   If approves, <b>registers</b> designated cash custodian for on-line cash handling training.  |
|                                       | 7.   After receiving registration notice to complete training, <b>logs</b> in to training system and <b>completes</b> the on-line course.                         |
|                                       | 8. <b>Notifies</b> the Treasury Services Manager that course has been completed.  |
| Treasury Services Mgr                 | 9. <b>Verifies</b> course completed.  |

## PROCEDURE

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| SBO Cashier    | 10. <b>Approves</b> request form to SBO.   |
| Cash Custodian | 11. <b>Receives</b> and <b>locks</b> form.   |
|                | 12. <b>Receives</b> "Form Locked" email notice.  |
|                | 13. <b>Prints</b> form.  |
|                | 14. <b>Brings</b> form, personal identification, and a locking bag to SBO to pick up cash.   |
| SBO            | 15. <b>Verifies</b> Cash Custodian's identification by comparing the Cash Custodian's name on FRM-U5351.12A and the ID they present.   |
|                | 16. <b>Processes</b> cash for Custodian in accordance to SBO procedures.   |
| Cash Custodian | 17. <b>Places</b> cash in locking bag and <b>secures</b> cash promptly in department's physical storage device.  |
|                | 18. <b>Follows</b> the <i>Maintaining Petty Cash and Change Funds</i> procedures (PRO-U5351.12B) when: <ul style="list-style-type: none"> <li>a.) A new Cash Custodian is assigned,</li> <li>b.) An increase or decrease in the funds is needed, and/or</li> <li>c.) To close fund.</li> </ul> |