

PROCEDURE

Effective Date: July 18, 2005

Revised: June 18, 2019

Approved By: Director of Financial Services

Authority: POL-U5351.12

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:Action: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

- | | |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <u>Action by:</u>
Treasury Services | 7. <u>Action:</u>
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. |

PROCEDUREAction by:

SBO (cont.)

Cash Custodian

Action:

19. **Processes** request in accordance to SBO procedures and **gives** Custodian receipt.
20. **Places** cash and receipt in locking bag.
21. **Secures** cash promptly in department's physical storage device.
22. **Retains** receipt for record keeping.