

PROCEDURE

Effective Date: 8/29/07, Revised

Approved By: Vice President George Pierce

Previous Approvals:

Approved 7/18/05 (Revised), by President's Council

Authority:

See Also: POL-U5351.12 Authorizing and Maintaining Petty Cash and Change Funds
FORM-U5351.12A Petty Cash and Change Fund Authorization Form

PRO-U5351.12A OBTAINING PETTY CASH AND CHANGE FUNDS

Action by:

Action:

Financial Manager

1. **Completes** Petty Cash and Change Fund Authorization Form and **submits** to the Bursar.

Bursar or designee

2. **Evaluates** fund request.
 2a. If approves, **signs** Authorization form and **returns** a copy to Financial Manager.
 2b. If does not approve, **states** reason on the form and **returns** a copy of the form to the Financial Manager.

Financial Manager

3. If approved, **completes** WWU Purchase Form requesting check in the amount of the fund, payable to the fund custodian. **Attaches** copy of Authorization Form and **forwards** Purchase Form to Accounts Payable for processing.

Accounts Payable

3. **Processes** check request and **delivers** check to University Cashier's office.

University Cashier

4. **Informs** custodian that petty cash fund check is available to be cashed at the Cashier's office.

Custodian

5. **Endorses** check, **cashes** check, and **secures** cash as soon as possible in departmental physical storage device.