

PROCEDURE

Effective Date: September 26, 2007

Approved By: Vice President George Pierce

Authority: SAAM 85.50; RCW 43.19

Cancels: See Also: POL-U5348.01 Purchasing With University Funds
 POL-U5351.12 Authorizing and Maintaining Petty Cash Funds
 FORM: Petty Cash Fund Check Request Form (Excel template available through Cashier's Office)

PRO-U5351.12B

REIMBURSING PETTY CASH FUNDS

Action by:

Action:

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.