

CASH CONTROL

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CASH CONTROL

I. PURPOSE OF CHAPTER 10

The purpose of this chapter of *The Guide* is to provide information about cash control. Departments are responsible for complying with cash control policies and procedures as outlined in this chapter and also for developing detailed written departmental operating procedures. Departments are also responsible for training designated employees in cash handling policies and procedures. The controller or the budget director are available for consultation and review of departmental procedures and cash handling practices.

II. OVERVIEW

Cash is defined as consisting of:

- Paper currency
- Coin
- Personal checks, Credit card checks, Traveler's checks
- Money orders
- Credit/Debit cards
- Wire transfers
- Charge card slips.

Cash is received by departments as the result of various events. Typically, departments accept cash in the course of their sales activities. Cash can also be received as a result of a refund from a vendor due to unsatisfactory or returned goods or services. Cash may be received at the point of service, via US mail, lock box, electronically, the Automatic Clearing House (ACH), internet, or payment drop boxes.

III. PERTINENT POLICIES

Due to its sensitive nature, departments must maintain strong internal control systems over the handling of cash. One policy of critical importance is the Administrative Policy titled *Maintaining Security for Cash and Other Portable Property within the College.*

IV. INTERNAL CONTROL

The following is a list of internal control techniques departments must employ when handling cash:

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A. Documentation

⇒ *Document policies and procedures that are relevant to the department's cash handling practices.*

1. Designate the positions that are responsible for receiving and handling cash.
2. Receive training on these procedures.

B. Recording Cash Received

⇒ *There must be a system to record the receipt of all cash as soon as it is received.*

These systems will take many forms. They include the use of cash registers, manually prepared sales slips, or manually preparing a log of receipts as the mail is opened.

- 1. Mail receipts** (usually just checks but can include currency): Mail should be opened immediately, checks identified and deposited. Prepare a log or copy the checks. Deposit the checks and send the log or check copies to the staff that will use them to verify the Banner-Account records and post the customer records. The staff responsible for the accounting and billing processes should never handle checks.
- 2. Cash sales:** Document individual cash sales through the use of a cash register or with duplicate, pre-numbered sales receipts. Whichever is used, it should include the date, a description of items sold, quantity sold, unit price, extended price, and the form of the payment (cash, check, credit card, etc.). Maintain the numerical sequence of sales receipts. Provide each customer with a copy of the cash register receipt or a copy of the sales slip.

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C. Balancing

⇒ *Cash receipts must be balanced daily to the sales records.*

This includes daily balancing of cash drawer receipts with sales records or cash register tapes, and balancing cash received through the mail with the mail log. A totaling of a cash register tape is referred to as a “Z” reading. An “X” reading is a subtotal of a cash register tape. Include in the daily balancing, among other items, the daily recording of the tape number and the cumulative total. Cash custodians should sign the form used to record this balancing.

D. Checks

⇒ *Checks must be endorsed immediately upon receipt.*

The endorsement should consist of a stamp on the back of the check that records the following information:

FOR DEPOSIT ONLY Adams State College Dept Name: _____ Account # _____

1. The Dept Name should be the name of the department submitting the cash receipt.
2. The Banner account combination should be the Org Unit you want to use to record an account receivable in the event a check should be rejected by the bank. It should be an Org Unit in the Auxiliary Fund.

An Auxiliary Org Unit should always be used for the check endorsement. When a check is returned due to non-sufficient funds, the accounts receivable is recorded using a balance sheet account, and the transaction is reflected on the monthly Finance System Balance Sheet/Statement of Net Assets Report. Since the Balance Sheet/Statement of Net Assets Report is run for all ORG UNITS in the Auxiliary Fund, a review of the transaction detail on the Balance Sheet/Statement of Net Assets will indicate to a department whether or not any non sufficient funds check accounts receivable have been recorded.

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Returned Checks

Occasionally, checks accepted for payment will be returned by the bank due to insufficient funds. This forces an involuntary credit-granting situation on the department. Therefore, sufficient information should be obtained for each check accepted to facilitate the collection process should that become necessary. At a minimum this information would include:

- Name
- Address and phone number
- Other identifying information such as Colorado driver's license number.

E. Securing Personal Data

⇒ *Securing personally identifiable information and providing protection from unauthorized use of credit card accounts is necessary.*

Recording Credit Card or Social Security Numbers

House Bill 03-1272 amends Colorado law regarding "Consumer Commercial Transactions" which prohibits recording certain information when accepting a negotiable instrument as payment. When payments are made by check or other negotiable instrument, a person shall not record or require the maker of the check to record a credit card or social security number given as identification or proof of creditworthiness.

There are three exceptions to this rule:

- 1) A credit card number may be written on a check only when paying the credit card account represented by that number.
- 2) The recording of a person's social security number on a check or other negotiable instrument issued to pay a student loan.
- 3) The recording of a person's social security number on a bonafide loan application.

A person is NOT prohibited from requesting a purchaser of goods or services to display a credit card as indication of creditworthiness or identification if the only information about the credit card that is recorded is the type of credit card and the issuer of the credit card.

Cashiers, tellers, merchants, and anyone else accepting payment by check CANNOT write a person's social security number or credit card number on either the check itself or in a separate payment log.

In certain circumstances it is permissible to request a social security number on an application for an ASC program. The college will still get this information for all students and will carry it in their student record even after converting all students to a non- social security number student ID. It is legal to request this information

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to use it for credit checks, and collection if it ever gets to that point. The prohibition is on using the social security number as a customer number, and on requiring customers to write their social security number on checks.

Restrictions on Credit Card Receipts

If a department accepts debit cards, charge cards, and/or credit cards for payment, it is imperative that the department adhere to the restrictions outlined by *House Bill 1144*, "Protection Against Credit Card Fraud." As indicated by the title, this bill is designed to protect consumers against the fraudulent use of credit cards.

Departments that print receipts electronically are required to

- Print no more than the last five digits of a customer's credit card account and/or
- Print the credit card expiration date on the customer's credit card receipt.

Compliance with these laws requires an immediate change of practice for those departments that record either a social security number or a credit card number on a check. This holds true even if the purpose of this practice is to facilitate either the application of reversal of the payment.

The entire text of *HB 03-1272* and *HB 1144* can be viewed on the Web at:

- http://www.state.co.us/gov_dir/leg_dir/olls/sl2003a/sl_180.htm
- http://www.leg.state.co.us/2002a/inetcbill.nsf/fsbillcont/845AF6829B803FD287256AF000682270?Open&file=1144_enr.pdf

F. Cash Security

⇒ *Cash should be secured at all times.*

This would include the use of cash registers, safes, locked file cabinets with key control, locked boxes, lockable bank bags for transporting cash to the cashier. Access to these devices must be restricted. For example, restrict authority to get into cash registers, limit the number of people who know the combination to the safe, and limit the number of keys to locked boxes or bank bags.

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G. Cash Responsibility

⇒ *Cash responsibility should be assigned to a single individual.*

Each designated cash location (cash register drawer, safe, locked box, etc.) and amount should be the responsibility of a single person, the cash custodian. The cash custodian should be the only person who has access to that designated cash. You should never have more than one person responsible for or have access to the same pool of cash. Each cashier should have his/her own cash drawer.

H. Change in Custody of Cash/Cash in Transit

⇒ *Document a change in the custody of cash.*

This transfers responsibility for the cash from one person to the other. For example, require the person (if different than the person preparing the deposit) who delivers the receipts to the bank to sign a logbook to show the amount of the cash receipt that was taken to the bank. This would be done after the two people verify the amount of cash being transferred.

I. Daily Deposits

⇒ *Deposit all cash daily intact.*

This daily deposit must be made through the cashier. Deposit of college cash to outside bank accounts is prohibited unless authorized by the controller. Daily receipts must be deposited intact and must not be used to pay expenses, create unauthorized petty cash or change funds. Do not substitute checks for cash. Designate an individual to be responsible for preparing the daily deposit. Require the designated general accounting staff and the person responsible for preparing the daily deposit to sign the cash drawer balancing form. This signature will denote the approval of cash count totals and the transfer of custodianship.

Note: Some departments take in small amounts of cash on a sporadic basis. In this case, it is permissible for the department to hold the deposit, in a secure fashion, until the amount of the cash/checks on hand is \$200.00. Once this dollar ceiling is reached, the deposit must be made. Also, it is important that all cash/checks be deposited during the month in which they were received. Thus, even if the amount of cash/checks on hand has not reached the threshold amount, they must be deposited by the month-end cutoff.

All deposits must be made IN-PERSON at the cashier, or in some instances the general accounting office, as directed by the controller. **NEVER** send cash and/or checks through campus mail.

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J. Separation of Duties

⇒ *There must be a separation of duties between staff responsible for receiving and depositing the cash versus the staff responsible for the accounting records.*

Staff who are authorized to handle cash **should not** have any of the following responsibilities:

- Reconciling monthly Finance System statements to verify that all cash was properly deposited.
- Have access to accounts receivable records.
- Be involved in the accounts receivable billing process.
- Be involved in the disbursement function (authorizing expenditures).

K. Routine Reconciliation

⇒ *Reconcile all deposits to the Finance System, to the cash sales records, and to the cash mail receipt records.*

This ensures that all cash sales recorded for the day were properly and timely deposited with the Cashier, and were correctly recorded in the Finance System general ledger.

L. Refunds

⇒ *Document refunds with receipts, which include the customer's signature, date of the transaction, reason for the refund and the employee's signature that made the refund.*

Disbursements from the cash drawer should be limited to refunds. Full documentation needs to be made whenever refunds are disbursed from the cash drawer. One practice to consider is requiring a counter signature approval from a supervisor for refunds exceeding a set amount. Do not withhold part of the days' receipts to create an additional change fund or a petty cash fund. Refer to the *State Fiscal Rules*, Chapter 6, Rule 6, for additional information about refunds. <http://www.colorado.gov/dpa/dfp/sco/rules/new/chapter6.pdf>

M. Payments

⇒ *Accept ONLY payments (cash and checks) for ASC business.*

If your department is involved in a **non-college** activity that generates funds, such as soliciting contributions for a retirement function, instruct people **NOT**

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to make the checks payable to Adams State College. The college cannot endorse these over to an individual or an organization, or deposit them into a ORG UNIT-Account combination and withdraw the funds. When this situation occurs, you must return the check to the preparer with an explanation and a request to re-issue the check with a corrected payee.

V. CASH RECEIPT FORM

A. When to Use the Cash Receipt Form

The cash receipt form is available from the cashier. Directions for completing the cash receipt form are provided on the form itself. The completed cash receipt form must accompany all cash when it is deposited at the cashier.

B. Financial System Effect

The transaction which recorded the deposit of cash to a ORG UNIT-Account combination will appear on the Finance System Detail Report of Budget, Revenues, Expenditures and Transfers by Program or on the Balance Sheet Transactions Statement/Statement of Net Assets Transactions. It is the responsibility of the department to reconcile all detail from the cash receipt form to the appropriate Finance System monthly statement. This includes verifying that

- The transaction amount was accurately recorded
- The transaction was appropriately entered as a credit (or much less frequently, as a debit) and
- The correct ORG UNIT-Account combination (the one coded on the cash receipt) was used.

In addition to crediting (or debiting) the ORG UNIT-Account combination as indicated on the cash receipt form, other ORG UNIT and accounts will be affected by the deposit of cash. For example, all credit entries recorded in the Finance System Detail Report of Budget, Revenues, Expenditures, and Transfers by Program statement, will be accompanied by a debit entry to a cash account on the associated Balance Sheet Transaction Report/Statement of Net Assets Transaction Report. The reverse is true for all debit transactions on the cash receipt form.

VI. CASH DISBURSEMENTS

Cash is paid out from the college as a means of achieving the goals of the college. Examples of cash paid out from the college include:

- Vending machine change through departmental change funds
- Demand warrants through the cashier

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A. Financial System Effect

On every cash disbursement transaction, a ORG UNIT-Account combination is indicated to record the charge (debit). The transaction then appears on the monthly Detail Report of Budget, Revenues, Expenditures and Transfers by Program. It is the responsibility of the department to reconcile all detail from the source record/document for the disbursement to the information appearing on the Finance System monthly detail statement. This includes verifying that

- The transaction amount was accurately recorded
- The transaction was appropriately entered as a debit (or much less frequently, as a credit)

The correct ORG UNIT-Account combination (the one coded on source record/document) was used.

B. Overages/Shortages

⇒ *A record of all over (short) balances should be maintained.*

This should be included on the daily cash balancing forms using account code for cash over/short.

VII. CHANGE FUND

A change fund is an amount of money advanced to departments that accept cash from customers and, therefore, must have cash available to make change. Change funds may be issued on either a temporary basis (for a specific activity or event) or on a permanent basis (for ongoing departmental business.)

A. Proper Use of Change Funds

The change fund should only be used to make change. Upon occasion, however, change funds can be used to make vending machine refunds. A change fund may not be used for the following:

- To cash personal checks,
- To make loans to faculty, staff, students, or others. I.O.U's are not permitted.
- To make purchases
- To make purchases and sales. For example, the purchase and sale of stamps to departmental personnel.

At all times, the change fund must consist of cash and refund log totals equal to the amount of the advance issued to the change fund custodian by general accounting.

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B. Procedures for Getting a Change Fund

The change fund should be requested by the individual who will serve as the custodian of the funds, and authorized by the department head. The requestor must complete and submit to general accounting a STATEMENT OF RESPONSIBILITY AND INSTRUCTIONS TO DESIGNATED CUSTODIANS form provided at the end of this policy chapter. The custodian is responsible to the college for the change funds, and s/he will be required to sign for the funds when picking up the change fund. Thus, when maintaining the change fund, it is imperative that the custodian take appropriate measures to insure the security of the change fund at all times. Examples include, but are not limited to:

- Keeping the change fund in a locked cash drawer or cash register,
- Restricting access to the change fund to only the assigned custodian.

C. Procedures for Using and Maintaining a Change Fund

1. Custodian stores the change fund in a secure location.
2. At the end of each day, or at the end of the cashier's shift, the total cash must be balanced with the day's sales and the original change fund.
Note: Any overage or shortage due to errors must be recorded with that day's sales deposit. Both overages and shortages are charged to account code for cash over/short.
3. If a theft occurs, notify the Office of Public Safety. Public Safety will do an investigation and complete a report. Prepare a payment voucher for the amount of the theft. The payment voucher should be drawn against the departmental ORG UNIT, cash over/short account. Attach a copy of the police report to the payment voucher, and submit these materials to general accounting. A warrant to reimburse the change fund will be issued to the custodian. **Note:** If the theft or loss is determined to be due to the negligence of the custodian, the department head may choose to require the custodian to replace the funds.
4. Increases to existing change funds must be requested and processed in the same manner as the original issuance.
5. When the change fund is no longer needed, deposit the funds back into the fund and account from which it was advanced.
6. Partial returns of change funds must be made by deposits into the fund and account from which it was advanced.

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VIII. PETTY CASH FUND

A petty cash fund is an amount of money issued to a department to be used on a revolving basis for the payment of small and incidental expenses. The responsibility for security of the petty cash rests with the custodian of the petty cash fund. The use of petty cash to make purchases is **an exception** to the formal procurement methods. The Procurement Card is the preferred method of making small dollar purchases.

Petty cash funds will generally be limited to up to \$500.00 per department.

Departments should make every effort to identify those vendors that will be dealt with frequently, and standing orders with those vendors should be set up through purchasing. Again, the Procurement Card is the preferred method for making small dollar purchases.

A. Use Of Petty Cash Funds

As stated previously, petty cash funds must be used only to purchase small, incidental items. Included in this are items such as postage, express mail, and telegrams.

Petty cash funds must not be used for any of the following items. (These are common examples. The list is not intended to be all-inclusive.)

- Alcohol
- Payroll expenses -- this must be done through the Payroll & Benefits Service Center.
- Payments to other college departments
- Payment of travel expenses -- this can only be done with an approved travel advance and/or travel voucher.
- Cashing personal checks.
- Making loans to faculty, staff, students or others -- no I.O.U.'s.
- Making purchases and sales -- i.e., the purchase and sale of stamps to departmental personnel.
- Flower funds or coffee club funds.

The custodian of the fund will make purchases and/or reimburse individuals making purchases, and obtain the appropriate receipts to support the expenditure. In addition, funds may be advanced to employees for the purpose of making a purchase. This advance must be documented with the date of the advance, the signature of the person accepting the money, and the date the receipt and any unused cash will be returned to the custodian. It is imperative that a receipt for the purchase and any unused cash be returned to the custodian.

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B. Requesting A Petty Cash Fund

The petty cash fund must be requested by the individual, known as a custodian, who will be directly responsible to the college for the fund. Only employees of the college who hold a 50% appointment or greater are authorized to be petty cash custodians. The requestor must complete and submit to general accounting a STATEMENT OF RESPONSIBILITY AND INSTRUCTIONS TO DESIGNATED CUSTODIANS form provided at the end of this policy chapter.

C. Control Of The Petty Cash Fund

It is essential that the custodian take appropriate steps to make sure that the petty cash fund is safe and secure at all times. These would include:

- Keeping the petty cash locked up at all times.
- Restricting access to the petty cash fund to only the custodian.
- Obtaining signed receipts for any petty cash issued to an individual to make a purchase.
- Obtaining receipts and/or unused cash issued to make a purchase in a timely manner.
- Reimbursing the petty cash fund on a timely basis.

The petty cash fund must be counted at least weekly, to verify that it is intact. The total cash on hand, plus receipts on hand, plus cash signed for, plus payment vouchers in process for reimbursement must add up to the total advance issued by general accounting as shown on your Finance System statement. If the petty cash fund is found to be in shortage due to an error, then the shortage should be added to the next voucher as a charge against the departmental ORG UNIT, cash over/short account code. If the petty cash fund is found to be in excess due to an error, then the excess should be deposited to the departmental ORG UNIT, cash over/short account code.

The petty cash fund is subject to audit by general accounting staff, internal auditors, and external auditors. Therefore, as stated previously, the petty cash fund must consist at all times of cash on hand, receipts on hand, and copies of vouchers for receipts in process for reimbursement equal to the total amount of the petty cash fund.

D. Reimbursement Of The Petty Cash Fund

The petty cash fund should be reimbursed when it gets too low to serve the needs of the department. At a minimum this must be done no less than quarterly, and also at the end of June when closing out the year. An explanation of the purchase/payment must be provided. In addition, a vendor receipt, signed and dated by the purchaser (the person who actually makes the

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purchase and receives the goods or services) must accompany the reimbursement request as proof of purchase. The face of the receipt must:

- Describe the items being purchased,
- Indicate the quantity purchased and total cost of each item,
- Identify the vendor, and,
- Should be noted as to the ORG UNIT to be used for charging the expense when reimbursing the petty cash fund.

If this information is not provided by the vendor on the face of the receipt, such as grocery store receipts, then the purchaser should note this information on the face of the receipt. Expenditures made by the custodian of the fund require signed approval of the department head on the receipt. If the purchase is made by the department head, approval by the next higher-level administrator is required.

The custodian must submit the receipts, attached to a payment voucher, to purchasing. The custodian's social security number and home address must be provided in the space on the payment voucher form. Both the custodian and the appropriate approving authority (the departmental authorizing signature) must sign the printed payment voucher. If several petty cash funds need to be replenished at the same time, the department must prepare and submit a separate payment voucher for each fund.

If no discrepancies are identified, purchasing will issue a warrant to the petty cash custodian and mail it back to the campus. Petty cash reimbursement checks should be cashed at the Alamosa State Bank or First Southwest Bank in Alamosa. Photo identification will be required. Allow ten (10) working days to process the reimbursement voucher.

Exception: In order to protect privacy under HIPAA requirements, if a petty cash fund is used to pay participants in confidential health-related/human subject studies, case/client reference numbers should replace participant names, and initials should replace full signatures on the reimbursement forms. The department must retain the actual names of these individuals.

1. Back-Up Custodian

In the event the custodian is unable to request the petty cash fund reimbursement her/himself because of general accountingence due to illness, vacation, etc., it is permissible for the back-up custodian to make the reimbursement request and receive the reimbursement check. The voucher must very clearly

- indicate that the payment is a petty cash reimbursement for “**name of official custodian**” and
- include the reason the warrant is not made out to that custodian.

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Reimbursements to a back-up custodian must be considered as “an exception, rather than the rule”, and may be disallowed by purchasing should their frequency reach an unacceptable level.

E. Return Or Reduction Of A Petty Cash Fund

A petty cash fund must be returned when it is no longer needed. It should also be reduced if the full amount is no longer needed.

The **return** of a petty cash fund entails the following steps:

1. Prepare a final payment voucher to reimburse the petty cash fund for all final receipts. Custodian must sign payment voucher as the requester. Wait for receipt of the warrant from purchasing.
2. Prepare a cash receipt for the full petty cash amount. Show the fund and account from which the fund was issued, using account code for petty cash. Take the cash receipt to the Cashier's window.
3. Send a validated copy of the cash receipt to the Business Office to clear the petty cash fund advance. Until this is done, the custodian is still responsible for the petty cash fund.

The **reduction** of a petty cash fund entails the following steps:

1. Prepare a cash receipt for the amount of petty cash to be reduced. Show the fund and org unit from which the petty cash fund was issued, using the account code for petty cash. Take the funds and cash receipt to the Cashier's window to reduce the petty cash fund advance.
2. Send a validated copy of the cash receipt to Business Office to clear the petty cash fund advance. Until this is done, the custodian is still responsible for the petty cash fund.

F. Increasing A Petty Cash Fund

1. Complete a payment voucher showing the amount of the increase and the original petty cash fund being increased.
2. Follow the procedures for requesting an original fund.

G. Cancellation Of A Petty Cash Fund

Continued violation of these policies and procedures will be cause for discontinuance of the petty cash fund for that department.

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H. Theft Of A Petty Cash Fund

If a theft occurs, the custodian must notify the ASC Public Safety Department. Public Safety will do a complete investigation and prepare a report. The custodian must then complete a payment voucher, drawn against the departmental ORG UNIT for the amount of the theft. The payment voucher, along with a copy of the police report, is then submitted to GENERAL ACCOUNTING. A check will be issued to reimburse the fund. If the theft or loss is determined to be due to negligence on the part of the custodian, the department may choose to require the custodian to replace the funds.

I. Change In A Petty Cash Fund Custodian

If a change in custodian is required, the department head must notify the business office of the change. Until this is done, the old custodian maintains responsibility for the petty cash fund. The new custodian should reconcile and verify that the fund is intact before accepting responsibility for it.

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**ADAMS STATE COLLEGE — REQUEST FOR PETTY CASH FUNDS AND CHANGE FUNDS
STATEMENT OF RESPONSIBILITY AND INSTRUCTIONS TO DESIGNATED CUSTODIANS**

Fund Type (check one): Petty Cash Change Fund **Period** (check one): Permanent Temporary

Reason for form (check one): New fund Change custodian Increase in funds Decrease in funds Close

By accepting custody of a petty cash fund or change fund, I agree to be personally accountable to the College and the State of Colorado for the appropriate care and disposition of the funds issued. I will be familiar with the physical security arrangements available to me for the care of the funds and hereby agree that the arrangements are adequate for me to accept the responsibility as custodian of the funds. (If I did not believe that I had appropriate storage and working security available, I would not accept the funds). I further agree that if these funds are lost or stolen due to my negligence, the College may require reimbursement from me for the amount lost or stolen. Should this situation occur, I hereby authorize a payroll deduction from my paycheck to reimburse the College.

Under no circumstance are these funds to be used to cash personal checks; make loans to students, faculty, staff or others; purchase and resell stamps; pay travel expenses or payroll expenses; pay other College departments; or as a flower fund or coffee club fund. Funds are to be available for audit by properly identified general accounting personnel and College or external auditors. Change funds should always consist of cash in the exact amount of the advance. Petty cash should always consist of cash on hand and receipts on hand in the exact amount of the advance.

As custodian of a petty cash fund(s), I am responsible for obtaining vendor receipts for each purchase made. The receipt should show the vendor; quantity, description, and cost of each item purchased; purchaser's signature. Vendor receipts should be retained with the petty cash fund until submitted to purchasing for reimbursement of the fund. They are proof that funds have been properly paid out and will be treated as cash.

If an individual is authorized to make a purchase from petty cash and does not have the funds to make the purchase, I may hold a memorandum receipt with the authorization to make the purchase until such time as the exact amount is known and the store receipt is available to attach to the expense voucher and submit to purchasing. Normally, not more than one work day should elapse between issuing funds on such a memorandum receipt and its redemption.

At least monthly, or more frequently if petty cash funds are nearly depleted, I will prepare a voucher and submit it with the vendor receipts to Accounts Payable in purchasing/general accounting. A reimbursement check will be sent to me that I must cash and promptly place with the rest of the fund.

If a change in custodians is required, I am responsible for obtaining a blank copy of this form from the purchasing office, having the new custodian and the department head sign it, and submitting it to the controller's office.

I agree to return to the College the full amount of the petty cash or change fund as soon as it is no longer needed to fulfill its original purpose.

I certify that I have read and understand the above and acknowledge receipt of a copy of these agreements. I also acknowledge receipt of cash in the amount of _____ issued from:

Fund _____ **Org** _____ **Account** _____ **Program** _____.

If this is an application for an increase/decrease in cash, my total fund amount will be _____. The cash is/will be located in room _____.

Custodian's Name

Date

Phone number

Custodian's Signature

Check Payable To

Department Approval

Controller's Office Approval