

Petty Cash Reimbursement

Some departments have petty cash funds at their disposal. These funds are to be used for what would be small out-of-pocket expenses or as quick-ready cash for the department needs. Departments are required to request and justify the request of the establishment of a petty cash fund. A member of the department will be named custodian of the petty cash fund. The department is not charged for the establishment of a fund, the University will setup the petty cash fund as a University asset. However, the department will be charged for the reimbursements to the fund.

Secure arrangements should be made in the department for the cash box and its related documentation. At any point in time the Petty Cash Custodian should be able to account for the full value of the fund. "Accounting for the petty cash fund" means that there should be cash and/or receipts/documentation totaling the value of the fund. When the cash becomes low, a voucher is processed to bring the cash value of the fund back up to its maximum, by charging the appropriate departmental smartkey/account.

A regular Accounts Payable Voucher is used to request the reimbursement of the petty cash fund. Backup for this voucher should include the petty cash voucher form and any documentation that justify the funds requested. The regular policies and procedures that cover Accounts Payable Vouchers are in effect for Petty Cash Reimbursement.

The Petty Cash reimbursement is made payable to the Departmental Custodian only. The custodian is responsible for cashing the University reimbursement check and replenishing the departmental cash box.

Wesleyan University Petty Cash Reimbursement Voucher

Department Name: _____

Custodian Name: _____ Phone #/Ext.: _____

Date: _____

Cash Balance on Hand \$ _____

Total to be Reimbursed (total from below) _____

Total Value of Petty Cash Fund \$ _____

Please use the space below to summarize by account/object code the petty cash transactions.

Smartkey/Account	\$
Total Amount to be Reimbursed	

Transfer the above lines to the Accounts Payable Voucher Form.

Wesleyan University

Petty Cash Receipt/Documentation

Name

Date

Reason for Cash

Signature of Custodian

Signature of Individual receiving cash

Wesleyan University

Petty Cash Receipt/Documentation

Name

Date

Reason for Cash

Signature of Custodian

Signature of Individual receiving cash
