

General Policy Information (Policy 2815)

The Petty Cash Replenishment form is used to record disbursements and request replenishment of a petty cash fund. When petty cash is disbursed to University employees and associates, the amounts must be entered on the form. In requesting replenishment, the custodian must also specify pending reimbursements and remaining cash on hand to ensure an accurate balance. The fund can then be replenished up to its approved amount.

Attach all vouchers and their supporting original receipts to the form when you submit it.

Header Information:

1. Enter the petty cash fund custodian's:
 - Name
 - Department
 - Phone number
 - Custodian ID/Vendor # (used to validate the custodian as a vendor in the vendor database)
 - Campus address
 - Email address
2. Enter the date and the Transaction Control Number (TCN).

Itemization of Petty Cash Transactions

1. Enter the names of the individuals who have received petty cash from the fund. Attach a completed petty cash voucher for each name listed.
2. Enter the dollar amount and the charging instructions for the petty cash voucher that corresponds to the individual's name.
 - Make sure there is at least one complete COA charging instruction for each amount recorded.
 - Use more than one line if the voucher indicates multiple charging instructions.

NOTE: If multiple transactions occurred that are chargeable to a single University account, it is permissible to aggregate the transactions on the form

Calculations

1. In the **Total Expenditures** field, enter the sum of all the itemized amounts recorded above.
2. In the **Reimbursement(s) Pending** field, enter the dollar amount for reimbursements that have been requested but have not been fulfilled.
3. In the **Cash on Hand** field, enter the amount of cash actually on hand.
4. In the **Total Approved Petty Cash Fund** field, enter the total approved amount of the petty cash fund.
5. Check the reconciliation. The sum of the total expenditures, reimbursement(s) pending, and cash must equal the total approved amount of the fund. If it does not, there has been an error in the reconciliation that must be corrected before you can submit the form for replenishment.

Signatures

1. Enter the departmental authorizer's name.
2. See that **both** the authorizer and the fund custodian sign and date the Form when completed.

Receiving the Replenishment

When the form is completed, attach all Petty Cash Vouchers and original receipts, and forward the form and accompanying documentation to Accounts Payable, 25 Science Park, 5th Floor.

Accounts Payable will then process the request and issue a replacement check to the custodian.