Procedures for Petty Cash Custodian

Reimbursing Petty Cash Claim

1. Write the account number on the original receipt.
2. Initial the receipt at the time of disbursement and ask the claimant to sign the receipt for funds received.
3. In the case where a receipt is unavailable (e.g. mileage), a voucher or note from the claimant is acceptable.

Replenishing Petty Cash

1. Ensure the Custodian retains all original receipts for all expenses reimbursed out of Petty Cash funds.
2. Complete a Petty Cash Reimbursement Request form.
3. Ensure the amount replenished should equal the value of receipts accompanying the requisition.
4. Have the Petty Cash Reimbursement Request form approved by the authorized Department Head, who has “signing authority” for your department’s Petty Cash funds.
5. Make a photocopy of the approved Petty Cash Reimbursement Request form.
6. Attach all receipts to the photocopy of the approved Petty Cash Reimbursement Request form and retain them in your department. This information will have to be kept for seven years as it is subject to audit.
7. Take the original copy of the approved Petty Cash Reimbursement Request form to Bookstore for reimbursement.

Please note: All of your petty cash reimbursements are to be charged to the petty cash object code 6336

Preparing Petty Cash Journal Voucher

1. Use the Petty Cash Worksheet to create a Petty Cash Journal Voucher.
2. Go to the “Input tab” to enter your petty cash information.
   
<table>
<thead>
<tr>
<th>DR</th>
<th>Account number written on the original receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Departmental petty cash account with object code 6336</td>
</tr>
</tbody>
</table>

   If the item does not include GST, select “n” on column L.
3. Go to “Instructions Tab” for “Spreadsheet Journal” or “Manual JV” procedures.
4. Have the Journal Voucher approved by an individual, who has “full signing authority” for your department i.e. there are no restrictions on the account numbers they can sign for.
5. For Manual JVs, please forward the approved Petty Cash JV to Financial Services for journal processing.