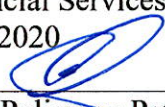


Standard Operating Procedure:	Petty Cash Funds
Division:	Financial Services
Effective Date:	11/1/2020
Executive Director Approval:	
Reference to ASC or State Policy:	CSU Policy on Petty Cash and Change Funds
Revisions:	

- I. **PURPOSE:** Petty Cash Funds are provided as a service to operating units that require such operating funds. Funds are approved by the Executive Director or designee at approved locations with requests and authorization of funds documented in writing.
- II. **SCOPE:** This procedure applies to all CSUF or CSU Fullerton Auxiliary Services Corporation (ASC) employees who are assigned as custodians of Petty Cash Funds.
- III. **OBJECTIVE:** Petty Cash Funds shall be used strictly in accordance with the purpose for which they are authorized and shall follow guidelines in accordance with CSU Policy.
- IV. **PROCEDURE:** The following statements outline the ASC procedure for establishing and maintaining Petty Cash Funds.
 - A. **Petty Cash Fund Establishment:** The Petty Cash Fund Request Form, <http://www.fullerton.edu/asc/finance/forms.php>, should be submitted with appropriate approvals.
 - B. **Fund Custodian:** Custody of the Petty Cash Fund shall be assigned to a single individual and cannot be independently transferred to another individual. The custodian is responsible for the amount advanced and shall be trained for the role of custodian.
 - C. **Petty Cash Purchases:** When petty cash purchases are made, a receipt shall be obtained which contains the following information:
 - Date
 - Name of vendor or payee
 - Amount paid
 - Positive evidence that a payment was made
 - Description of the items/supplies purchased
 - Signature indicating receipt of the items/supplies

- D. Petty Cash Transaction Restrictions:** Expenses that cannot be paid from Petty Cash Funds include, but are not limited to:
- Petty cash purchases, per payee per day, that exceed a documented amount determined by the Executive Director or designee
 - Splitting purchases to circumvent transaction limit
 - Invoices from vendors
 - Payments for services to independent contractors or employees
 - Loans or advances
 - Travel expenses (except for mileage/parking expenses less than \$50)
 - Office supplies available in a timely manner from an office supply contract
 - Alcohol
- E. Fund Replenishment:** To replenish a Petty Cash Fund, a check request, <http://www.fullerton.edu/asc/finance/forms.php>, shall be submitted to Accounts Payable where the appropriate, original transaction receipts will be verified.
- F. Petty Cash Audits:** Audits of Petty Cash Funds shall be documented and conducted by staff from ASC's Financial Services and reported to the Custodian's supervisor and the Executive Director or designee. Audits may be scheduled or unannounced and shall be done according to the minimum frequency shown below.
- \$200 or less - Annually
 - \$200 to \$500 - Quarterly
- G. Petty Cash Fund Security:** Petty Cash Funds shall be placed in a safe or locked receptacle in a properly secured area with limited access by authorized personnel only. Funds shall be separately maintained and not commingled.
- H. Petty Cash Fund Theft:** In the event of theft, Campus Police and the Executive Director shall be notified immediately. A request, along with a police report, should be submitted requesting reimbursement of a Petty Cash Fund including at minimum the following:
- Date and time of theft
 - Amount of theft
 - Circumstances involved
 - Prevention measures taken to mitigate future theft
- I. Petty Cash Closure:** Petty cash funds shall be deposited with the Financial Services' Cashiering office when no longer needed. In the event of a needed transfer of its Custodian, a new documented request must be submitted along with the closure of existing funds.
- V. APPROVALS:** Executive Director or designee.
- VI. CONTROL & COMPLIANCE:** PCC Funds shall be reviewed by Financial Services staff and reported to the Executive Director or designee.