

Task:	Petty Cash		
Sub-Process:			
Preceding task:			
Revision Date:	Oct 9, 2008	SOP Reference #	
Description:	The preferred purchasing method for small business expenses is by procurement card. When using a procurement card is not possible, however, units may use funds from petty cash. Use petty cash to pay only for small-dollar expenses or reimbursements, typically not exceeding \$25.00 per transaction. These expenses may include out of pocket costs for day trips, such as tolls, parking, mileage, etc.		
Responsibility:	Faculty/Staff/Student: Dept/Unit Petty Cash Custodian: ASC Transaction Team		
Frequency:		Timing:	
Process Steps:	<p><u>Faculty/Staff/Student</u></p> <p>Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable).</p> <ul style="list-style-type: none"> • Sign, date, and write business purpose on sales receipt. Include account number/project to charge the expense. • Present receipt to the Department/Unit Petty Cash Custodian for reimbursement. <p><u>Department/Unit Petty Cash Custodian</u></p> <p>Step 2: Manage petty cash/Reimburse purchases</p> <ul style="list-style-type: none"> • Keep petty cash funds in a cash box locked in a secure area, and never leave the funds in an unlocked desk drawer or cabinet. • Record all petty cash reimbursements and collect receipts for those reimbursements. Ensure that each receipt has the <i>business purpose</i> noted. • Reimburse purchaser up to \$25.00 per transaction. • File the original receipt and petty cash transmittal awaiting reimbursement. • Complete reconciliations monthly and each time the fund is replenished. • Submit the Cornell University Petty Cash reconciliation sheet (Addendum A) to the ASC to request reimbursement. Attach original receipts with the request. It is recommended that each receipt be affixed to an 8 1/2" x 11" sheet of paper for document control purposes (Addendum B). • Report overages or shortages to your supervisor, and adjust funds accordingly. • Submit reconciliations to the Dept. Chair or Unit Leader, supervisor, or designee for his/her review and approval. • Retain copies of fund reconciliations in accordance with Cornell University Policy 4.7, Retention of University Records (6-year retention). • Send copies of approved reconciliations to the Division of Financial Affairs upon request (yearly). • Receive and cash check to replenish petty cash. <p><u>ASC Transaction Team</u></p> <p>Step 3: Process A/P Voucher</p> <ul style="list-style-type: none"> • Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs. • File completed transaction. 		

Payroll Procedure Manual Templates

Jeffrey Slater



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Satish Jawale,2023-05-27 In this insightful book Satish Jawale delves into the world of Enterprise Resource Planning ERP and its significance in today s business landscape Drawing from his extensive expertise Satish provides valuable insights and practical guidance on how businesses can streamline their operations and achieve success through effective ERP implementation Covering key topics such as ERP selection implementation strategies data management and the benefits of ERP integration this book serves as a comprehensive resource for business owners and executives looking to harness the power of ERP systems Satish Jawale s expertise and industry knowledge shines through in this engaging and informative read making it an essential guide for anyone seeking to navigate the complexities of ERP and optimize their business operations Navigating Enterprise Resource Planning is now available to readers worldwide and we invite you to support the author and embark on a journey towards operational excellence and success Join us in congratulating Satish Jawale on the publication of his first book and be sure to grab your copy today to gain valuable insights into streamlining your business operations with ERP Together let s empower businesses for a brighter future [Certified Internal Auditor Part 2](#)

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