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:		

Faculty/Staff/Student

Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable).
- 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.

Department/Unit Petty Cash Custodian

Step 2: Manage petty cash/Reimburse purchases
- 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 *business purpose* 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 reconcilements 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.

ASC Transaction Team

Step 3: Process A/P Voucher
- Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs.
- File completed transaction.

Payroll Procedure Manual Templates

Richard Skiba

Payroll Procedure Manual Templates:

   Managing Recruitment and Onboarding Richard Skiba,2024-08-22 This guide is an essential resource for professionals tasked with managing recruitment and onboarding processes within an organization Whether you are directly involved in recruiting new staff or responsible for coordinating the process this book provides a thorough understanding of the skills and knowledge required to effectively manage these essential HR functions The book begins with an exploration of existing recruitment and onboarding policies and procedures guiding readers on how to identify and evaluate them in the context of their organization It delves into assessing technology options to enhance the efficiency and effectiveness of recruitment processes providing practical advice on selecting and implementing tools that streamline hiring workflows A significant portion of the book is dedicated to updating and refining policies and procedures to align with organizational requirements Readers will learn how to obtain support from relevant stakeholders and create or adjust forms and documents that underpin these policies Effective communication and training strategies are emphasized to ensure that all relevant staff are well informed and capable of adhering to updated procedures The book also covers critical aspects of human resource planning including determining future HR requirements in collaboration with stakeholders and ensuring that position descriptors are current and accurately used throughout the recruitment process It provides detailed guidance on advertising vacant positions in compliance with legislation and organizational policies consulting with specialists when necessary and adhering to selection procedures that meet legal and organizational standards Additional chapters address the importance of timely and accurate job offers and contracts providing new appointments with relevant advice and ensuring that onboarding processes are consistently applied across the organization The book also covers the management of probationary employees the provision of feedback and the collection of participant and stakeholder feedback on the onboarding process Finally readers are equipped with strategies for updating onboarding policies and procedures based on feedback ensuring continuous improvement and alignment with organizational goals This book is an invaluable tool for HR professionals seeking to optimize their recruitment and onboarding practices and contribute to the overall success of their organization

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