



## OTHER PERTINENT INFORMATION

1. All Petty Cash Funds are subject to an audit, unannounced, by personnel in the Business Office or the College's external auditors.
2. All Petty Cash Funds require safeguards against theft. The Custodian is personally responsible at all times for the appropriate and adequate safekeeping of these funds. The money must be kept in a secured, locked location and must never be commingled with an individual's personal funds or any other College funds. Only the Custodian and the department head should have access to the funds.
3. Misuse of the Petty Cash Fund will result in termination of the Fund and Petty Cash Fund privileges will be revoked.
4. Petty Cash Funds should be used only to pay small or minor departmental expenses. The Fund MUST NEVER be used for:
  - a) Travel and/or entertainment advances.
  - b) Personal loans or cashing of checks.
  - c) Purchasing gift cards or gift certificates.
  - d) Payment to individuals for services of a taxable nature (including tips or gratuities for services).
  - e) The purchase of the same item or items on a daily or recurring basis. These expenses should be handled through Accounts Payable or a purchasing card.
  - f) Any other use where it would be more practical or appropriate for the expenditure to be disbursed in another manner, for example, reimbursing employee's out of pocket expenses (these expenses must be reported on an Employee Expense Reimbursement Form).
5. In the event of theft of Petty Cash funds, contact Campus Safety and the Cashier's Office immediately and file a report. Please attach the theft report to the "Petty Cash Voucher Form" and submit to the Cashier's Office.
6. It is the responsibility of the Custodian to count the cash at the Cashier's window for accuracy. The Cashier is not responsible for any cash discrepancy once the Custodian leaves the Cashier's window.
7. If there is a change to the amount of or location of the Petty Cash Fund, the Custodian must notify the Cashier's Office via the use of the "Departmental Petty Cash Establishment/Change Request Form".