

**Davis Applied Technology College: A Utah College of Applied Technology Campus**  
**Payments – Petty Cash Funds**  
**General Policies**

**02-50-XX**

**Effective Date: 01 July 1995**  
Administrative Council Approval: 30 June 1995  
Board Approval: 22 August 1995

**Purpose/Background**

To define the policies of the DATC regarding petty cash funds.

**Policy**

- A. All petty cash funds will be under the direction of the Comptroller.
- B. The Bookstore cash funds will not be considered petty cash funds for the purpose of this policy.
- C. Expenditures from petty cash funds are limited to small incidental items that are not available through the Bookstore or other contracted sources incidental for day to day operations. Purchases of supplies or services in amounts less than \$50.00 that are not available from these sources may be made from petty cash funds.

Petty cash funds may not be used for:

- 1. Cashing of personal checks
  - 2. Loans (IOU's) to employees or others
  - 3. Non-DATC functions or activities such as employee funds
- D. Each disbursement is to be supported by a receipt, which indicates the amount paid and is signed by the payee and approved by the fund custodian and/or the immediate supervisor. All receipts should have the vendor's logo or designation. For receipts where this is not pre-printed, the payee must write the name of the vendor on the receipt.
  - E. The total of cash and approved receipts in the petty cash fund shall equal the total authorized funding amount for that fund at all times. The Comptroller or his designee shall perform periodic audits to verify fund levels.
  - F. Petty cash funds shall be assigned a single cashier who shall be responsible to control and safeguard the funds. All funds shall be kept in a secure location with limited access.

**Davis Applied Technology College: A Utah College of Applied Technology Campus**  
**Payments – Petty Cash Funds**  
**Establishing a Fund**

**02-50-01**

**Effective Date: 01 July 1995**  
Administrative Council Approval: 30 June 1995  
Board Approval: 22 August 1995

**Purpose/Background**

To define the steps that must be taken to establish a petty cash fund.

**Procedures**

1. Requesting department must send memo to the Comptroller requesting establishment of a petty cash fund indicating the amount requested, outlining the justification for the fund, and identifying a single custodian for the funds.
2. The Comptroller will review and either reject or approve request. If rejected, requesting department will be notified why request was rejected.
3. If approved, Comptroller will send memo to the Requesting Department indicating approval, assigned custodian, and any special restrictions.
4. The Comptroller will request a check be written for "Petty Cash" for the amount approved.
5. The Head Cashier will cash check and give funds to the assigned cashier and a two-part Cash Custodian form will be signed by both the Head Cashier and the Cashier. The original is kept on file by the Head Cashier.
6. The assigned cashier will implement departmental controls to properly safeguard cash within the guidelines established by the Comptroller.
7. When a petty cash fund is turned back in, the Head Cashier and the Fiscal Services Cashier will sign the original Cash Custodian form as verification of receiving the cash. The Head Cashier will keep the form on file.
8. If the custodian of a fund changes, the Comptroller must be notified in writing prior to the change taking place and a new Cash Custodian Form must be completed.

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**Payments – Petty Cash Funds**  
**Making a Purchase**

**02-50-02**

**Effective Date: 01 July 1995**

Administrative Council Approval: 30 June 1995

Board Approval: 22 August 1995

**Purpose/Background**

To define the steps for making a purchase and being reimbursed from petty cash.

**Procedures**

1. Employee will make the needed purchase, with approval of their Supervisor, from their own funds or with a petty cash advance up to \$50.

2. a) If a petty cash advance is utilized, a Petty Cash voucher must be completed prior to receiving the advance.

If the person receiving the advance is not at a Budgetary Program Manager level or higher, the Program Manager's signature is also required. Once the form is completed, the Fiscal Services Cashier will take the form in exchange for the funds.

Within one working day of receiving the advance the employee must return a receipt and change totaling the amount of the advance.

b) If an employee uses their own funds, the receipt may be turned in with a completed Petty Cash Voucher form to the Fiscal Services Cashier for reimbursement.

If the person receiving the refund is not at a Program Manager level or higher, the Program Manager's signature is also required. Once the form is completed, the Fiscal Services Cashier will take the form in exchange for the funds.

3. The Fiscal Services Cashier shall verify weekly that the amount of cash on hand and the total amount of the Petty Cash Vouchers equals the authorized level for the petty cash fund.

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**Payments – Petty Cash Funds**  
**Replenishing a Fund**

**02-50-03**

**Effective Date: 01 July 1995**

Administrative Council Approval: 30 June 1995

Board Approval: 22 August 1995

**Purpose/Background**

To define the steps that must be taken to replenish a petty cash fund.

**Procedures**

1. The Cashier will determine that the fund is low and will prepare a Petty Cash Reimbursement form with Petty Cash Vouchers and related receipts attached and submit to Fiscal Services Cashier.
2. The Fiscal Services Cashier will verify vouchers and receipts match amount requested and reconcile differences.
3. The Fiscal Services Cashier will take funds from the Fiscal Services Cashier petty cash fund and give to Cashier of fund needing to be replenished. Reimbursement may also be by check by following procedures below for Fiscal Services Cashier fund. Fiscal Services Cashier and Cashier will sign Petty Cash Reimbursement form.
4. When Fiscal Services Cashier petty cash fund is low, the Fiscal Services Cashier (who is custodian of this fund) prepares requisition form with petty cash vouchers and related receipts and submits to the Assistant Accountant.
5. The Assistant Accountant verifies vouchers and receipts match amount requested, account numbers are correct and reconcile differences.
6. The Assistant Accountant generates check request to "Petty Cash" to replenish fund and gives to the Fiscal Services Cashier to cash at the bank to replenish fund. Assistant Accountant and Fiscal Services Cashier sign requisition form.

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**Davis Applied Technology College: A Utah College of Applied Technology Campus**  
**PETTY CASH REIMBURSEMENT FORM**

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FUND REPLENISHED TO: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_  
\_\_\_\_\_

Petty cash vouchers and related receipts, with proper approval, are attached hereto for the funds requested. The Cashier and Fiscal Services Cashier acknowledge the amounts match and the replenishment funds have been received by the Cashier.

\_\_\_\_\_  
Cashier Signature

\_\_\_\_\_  
Fiscal Services Cashier Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Davis Applied Technology College: A Utah College of Applied Technology Campus**  
**PETTY CASH VOUCHER**

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PAY TO: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_  
A receipt is attached hereto and the money was spent for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_ DATE: \_\_\_\_\_

Advance issued. (Receipt must be provided).

AMOUNT: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Payee's Signature

\_\_\_\_\_  
\*Division Director or  
Program Manager Signature

\_\_\_\_\_  
Cashier Signature

**(Payee sign only upon  
actual receipt of funds)**

\*Note: If payee is not in a Budgetary Program Manager or higher level, the Program Manager's signature is also required.