

California State University, Stanislaus

CASH FUND APPLICATION – AUXILIARY

PETTY CASH FUNDS (Integrated CSU Administrative Manual 3103.11)

- The procurement card is the preferred purchasing method for low dollar business expenses. When the use of the procurement card is not possible, departments may use funds from petty cash.
- A petty cash fund must be assigned to a specific individual as custodian. The custodian will be responsible for the amount advanced and should be trained on their responsibilities before accepting a petty cash fund. Evidence that the custodian has received the proper training should be documented.
- Petty cash funds must not be comingled with other funds.
- The petty cash fund will be closed out when a given petty cash fund is no longer needed, or upon termination or departmental transfer of the custodian. Transfer of funds to a successor is not authorized. If a successor is to be furnished a petty cash fund, a new request is required.

CHANGE FUNDS (Integrated CSU Administrative Manual 3102.10)

- Cashiering and sub-cashiering locations are responsible for the security of their change funds if such funds are authorized by the CFO.
- Change funds must not be commingled with other funds. Custodianship of a given change fund should be assigned to a single individual and cannot be independently transferred to another individual.
- When change funds are no longer needed, change funds will be re-deposited at the cashiering office.

FUND AUDITS

- The integrity of the petty cash and change funds must be maintained at all times.
- An unannounced cash count and reconciliation of petty cash and change funds for which cashiers and cash handling employees are accountable will be performed on a periodic basis by someone other than the fund custodian. The frequency of such reconciliations can be determined by the campus CFO based on the amount of funds at risk.

REQUESTING DEPARTMENT INFORMATION

Requestor Information:

Email: _____

Name: _____

Dept. Name: _____

Dept. ID: _____

Custodian Information:

Email: _____

Name: _____

Dept. Name: _____

Dept. ID: _____

FUND REQUEST INFORMATION

Type: _____
(Petty Cash or Change Fund)

Amount: _____

Fund Name: _____

REQUESTOR APPROVALS

Requestor: _____

Date: _____

Custodian: _____

Date: _____

DELEGATED AUTHORITY APPROVALS

Dean: _____

Date: _____

Vice President: _____

Date: _____

Auxiliary Executive Director: _____

Date: _____

FINANCIAL SERVICES APPROVALS

Controller: _____

Date: _____

AVP Financial Services: _____

Date: _____