

# California State University, Stanislaus

## CASH FUND APPLICATION - UNIVERSITY

### PETTY CASH FUNDS (Integrated CSU Administrative Manual 6320.00)

- 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 6320.00)

- 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 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: \_\_\_\_\_

Amount: \_\_\_\_\_

Fund Name: \_\_\_\_\_

(Petty Cash or Change Fund)

## **REQUESTOR APPROVALS**

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

Custodian: \_\_\_\_\_

Date: \_\_\_\_\_

## **DELEGATED AUTHORITY APPROVALS**

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President: \_\_\_\_\_

Date: \_\_\_\_\_

## **FINANCIAL SERVICES APPROVALS**

Cash Handling Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Controller: \_\_\_\_\_

Date: \_\_\_\_\_

AVP Financial Services: \_\_\_\_\_

Date: \_\_\_\_\_