## Requesting Petty Cash Funds

### ALL ABOUT USING PETTY CASH
- Petty cash is primarily intended for use with:
  - Internal staff (e.g. PMs, students, etc.)
  - Short spans of time (e.g. 1 week – request, spend, and clear all within a week)
  - Other cost and operating expenses (e.g. tasting supplies, office supplies, postage, etc.)
  - Amounts under $200, unless Custodian verifies that additional funds are available.
  - SCNAC allowable purchases only (use reimbursements, advances, etc. for other projects at this time)
- One petty cash box will be housed in suite 201 (custodian is temporarily Sheila St.Cin, Suite 201 F) and another in suite 101 (custodian is temporarily Amie Riesen, Suite 101C).
- Petty cash funds will be available for staff to access using the Petty Cash Request Form during four designated time slots each week (two per cash box). Days and times are staggered throughout the week for accessibility:
  - Suite 201F box: Monday 8:30am-9:30am & Wednesday 2:00pm-3:00pm
  - Suite 101C box: Tuesday 11:30am-12:30pm & Thursday 3:00pm-4:00pm
- Petty cash funds must be cleared within 7 days from the same cash box it was requested.
- Up to $200 may be requested, unless Custodian verifies that additional funds are available.

### REQUESTING PETTY CASH FUNDS
- Complete the Petty Cash Request Form
  - The form should have all non-shaded areas filled in prior to making a request.
  - Up to $200 may be requested, unless Custodian verifies that additional funds are available.
  - The petty cash requestor should be the same person as the intended user or the intended user’s supervisor.
  - Assistance will be provided as needed when completing the SOW objective/activity number information.
  - For all tasting purchases, double check that the cost/ planned attendee amount is less than $2.50 (including supply costs).
  - Double check allowability on all intended purchases.
  - Submit the form to the custodian during a petty cash access time slot (see schedule above).
  - Provided all planned purchases are allowable, the custodian will issue petty cash funds immediately.
  - If anything is deemed unallowable, funds will not be issued until they are allowable.
  - Retain the original request form with the cash.
  - The requestor will be required to resubmit the same form later with additional information and original receipts.

### USING PETTY CASH FUNDS
- Spend the funds only on items identified in the approved Petty Cash Request Form.
- Spend the funds within 1 week of receipt, unless otherwise pre-approved.
- Retain all original receipts and unspent funds for clearing the Petty Cash Request

### CLEARING THE REQUEST
- Complete the remaining areas of the retained original Petty Cash Request Form
  - Complete striped columns in the petty cash use information table (e.g. receipt #, date of receipt, etc.).
  - Assistance will be provided as needed when completing the SOW objective/activity number information.
  - Submit the completed form and original receipts to the custodian during a petty cash access
| timeslot (see schedule above).  
| o Provided all planned purchases were allowable, the custodian will clear the petty cash request immediately.  
|   o If change is left over, return change to custodian.  
|   o If overage was spent, custodian will reimburse your extra out-of-pocket expenses.  
|   o The Custodian will retain the completed original request form and original receipts and sign off on the expense. Once they’ve signed off, the request has been cleared with the custodian.  
|   o If anything is deemed unallowable, the request will not be cleared until necessary follow-up action is taken.  
| o Once the request is cleared with the custodian, you are eligible to request petty cash funds again. |