
THE REFERENCE GUIDE TO PETTY CASH

Office of Research Compliance and Integrity
215.573.8800

University of Pennsylvania
School of Medicine

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1 Introduction

1.1 Purpose of Reference Guide

The Reference Guide to Petty Cash provides information and guidance on petty cash policy, fund management, and operational procedures. This reference guide is intended to assist custodians with daily petty cash operations. The guide also identifies and defines individuals other than the custodian who are responsible for monitoring and overseeing petty cash funds.

1.2 Objectives

Upon completion of this reference guide, custodians will:

- Have an overview of petty cash management
- Know why petty cash is necessary
- Understand the key roles and responsibilities in the management process
- Understand the policies surrounding petty cash
- Know the documentation requirements for petty cash
- Understand how to manage the daily operations of a petty cash fund, including transaction approval and petty cash replenishment
- Know where to go when in need of assistance

2 Definitions

Please refer to the following definitions for clarification when reading *The Reference Guide to Petty Cash*.

Custodian: The individual responsible for controlling and safeguarding the petty cash fund. The custodian is responsible for reviewing requests for reimbursement and/or compensation, disbursing funds, and approving all petty cash transactions.

Documentation: Written records regarding the petty cash transaction, including, but not limited to: 1) a completed petty cash voucher slip (with signatures); 2) details regarding compensation for Human Subjects; 3) a detailed cash register receipt or invoice; 4) documentation of the fund number; and 5) PI approval (if applicable).

Imprest Account: An account into which a fixed amount of money is placed for the purpose of making minor disbursements. As disbursements are made, a voucher is completed to record the date, amount, nature, and purpose of the disbursement. At least monthly (or more frequently if the petty cash fund is low), a replenishment request is prepared with substantiating vouchers. The account is then replenished for the exact amount of the disbursements, charging the appropriate general ledger accounts. The total amount of cash and the substantiating vouchers should always equal the total fixed amount of money set aside in the petty cash fund.

Requestor: The individual requesting reimbursement and/or compensation for expenditures incurred in connection with approved University activities.

Senior Business Administrator in the School of Medicine Finance Department: The individual responsible for approving and embossing new petty cash funds and changes to existing petty cash fund balances.

TAC Approver (Senior Business Administrator or Designee): The individual responsible for ensuring that all expenditures from petty cash are in compliance with University petty cash policy and sponsor guidelines. This individual must have appropriate authorization via his/her transaction authorization card. **The custodian cannot approve and emboss changes to petty cash, establish petty cash funds, or replenish the fund.**

3 Overview of Petty Cash

3.1 What is Petty Cash?

Petty cash funds are for expenditures connected to approved University activities. A sum of money is set aside in an imprest account OR petty cash fund, a fixed account used to make minor disbursements. The disbursements are small obligations (usually under \$50) paid out when issuing a check would be too expensive and time consuming. Examples of petty cash expenditures include human subject payments, cab fare, and miscellaneous inexpensive purchases of office or lab supplies.

3.2 Why do we have Petty Cash?

The purpose of petty cash is to:

1. Provide departments with sufficient cash to cover minor University related expenditures
2. Simplify the process of reimbursing staff members and visitors for small expenditures

The petty cash system was not designed to bypass the Accounts Payable or Purchasing systems. When requests are greater than \$50, departments should use the University purchasing card or process the payment using a C-368 form.

3.3 Roles and Responsibilities

Four individuals have a role in the management of petty cash. Below is a brief description of each role and its responsibilities in the petty cash management process.

Requestor

The requestor is the individual requesting reimbursement for expenses incurred in connection with approved University activities. This individual plays a key role in obtaining the documentation required to distribute petty cash.

The requestor is responsible for:

- Providing the custodian with documentation to support requests for reimbursement
- Identifying the 26-digit account number allocable to the expenditure

Note: If the 26-digit account number is not accessible, at a minimum, the requestor should identify the fund number.

Custodian

The custodian is responsible for controlling and safeguarding the petty cash fund. The custodian bears the primary responsibility for managing the daily operations of petty cash, ensuring all expenditures from petty cash are in compliance with University policy and sponsor guidelines.

The custodian is responsible for:

- Securing and limiting access to petty cash funds
- Monitoring petty cash requests to ensure they are in compliance with University policies
- Maintaining receipts and detailed records to support all transactions
- Notifying the TAC approver of any change in the account (e.g. theft, overage, deficit)

Note: Custodians **cannot** TAC approve and emboss to replenish or increase/decrease their own petty cash fund balance.

TAC Approver

The TAC approver is responsible for approving replenishment requests and monitoring petty cash activity. This individual must have appropriate authorization via his/her transaction authorization card. The TAC approver and the custodian must meet at least monthly to review petty cash activity, discuss fund management, and replenish the petty cash fund. The TAC approver is also the primary department contact for the Senior Business Administrator in the School of Medicine Finance Department.

The TAC approver is responsible for:

- Reviewing petty cash transactions to ensure they are in compliance with University and sponsor guidelines
- Approving and embossing all replenishment requests
- Monitoring the overall frequency of replenishments
- Conducting an unannounced review at least once per year
- Notifying the Senior Business Administrator in the School of Medicine Finance Department of any change in the account (e.g. theft, overage, deficit)

Senior Business Administrator in the School of Medicine Finance Department

The Senior Business Administrator in the School of Medicine Finance Department is responsible for approving and embossing all changes to petty cash fund balances and establishing new petty cash funds. This individual works with the TAC approver to identify changes in the petty cash fund and ensure departmental business processes are in compliance with University and sponsor guidelines.

The Senior Business Administrator in the School of Medicine Finance department is responsible for:

- Approving and embossing all changes to petty cash funds (e.g. increases/decreases in fund balances, custodian changes, closing fund)
- Notifying the University Treasurer's Office of any change in the account (e.g. theft)

4 Petty Cash Administration

4.1 Petty Cash Policies

University Policy No. 1506: Imprest Balances-Petty Cash was developed to provide guidance on the appropriate use and management of petty cash funds. This policy addresses:

- Individual and departmental responsibilities for managing petty cash
- Human subject payment limits and requirements
- Documentation requirements for petty cash transactions
- Established fund limits and frequency of replenishment requests
- Unallowable petty cash expenditures
- Embossing and approving changes in petty cash funds
- Custodian restrictions
- Adherence to other University policies

Both the custodian and the TAC approver are responsible for knowing and adhering to the petty cash policy. It is the department's responsibility to inform the requestor of the policy and ensure compliance with the principles outlined in this policy. Refer to the **University Financial Policy manual** for details:

<http://www.finance.upenn.edu/vpfinance/fpm/1500/1506.asp>

4.2 Misuse of Petty Cash

The University of Pennsylvania established the petty cash program to assist departments in conducting approved University activities. The University trusts its employees to safeguard and protect its assets. All compensation and reimbursements must be for expenditures in connection with approved University activities. *University Policy No. 2700: Internal Control* charges all University employees with the responsibility for ensuring University assets are not exposed to unauthorized access and use.

As an authorized agent of the University, the custodian of the petty cash fund assumes full responsibility for controlling and safeguarding the petty cash fund against unauthorized use by individuals within and outside the University. The TAC approver assumes responsibility for monitoring the overall management of petty cash funds.

4.3 Reporting the Theft of Petty Cash Funds

The custodian has the sole responsibility for the petty cash fund. If petty cash funds are stolen, the custodian must inform the TAC approver and file a report with the Office of Public Safety. The TAC approver should then notify his/her supervisor and the school business administrator in Finance.

After reporting the theft, a copy of the campus police report attached to the *Petty Cash Reimbursement* form can be submitted as a receipt. The missing cash must be charged to the department's account.

4.4 Administrative Restrictions on Petty Cash

Splitting Petty Cash Accounts

Splitting the petty cash fund or delegating any portion of the fund's distribution or management to an individual other than the custodian is **not permitted**. *University Policy 1506: Imprest Balances Petty Cash* mandates the custodian is responsible for controlling and safeguarding the petty cash account. If a department demonstrates the need for more than one person to have access to petty cash, it should establish a new petty cash fund with a different custodian.

4.5 Custodian Absence

When the custodian is on vacation or an extended leave of absence, the department has two options as required by the Cashier's Office:

- Discontinue use of the petty cash fund while the custodian is out of the office, or
- Close the petty cash fund managed by the absent custodian and establish a new fund assigned to a different custodian.

4.6 Custodian Resigns

Custodians may leave the University of Pennsylvania or transfer to another department for several reasons. The supervisor must freeze all activity in the petty cash fund immediately upon notification of custodians' intentions to leave the department.

The supervisor must count the cash and vouchers using the form "petty cash count sheet" and then follow the close out or transfer procedures.

**** DO NOT wait until the custodian's last day to reconcile the box ****

Closing the petty cash fund will not prevent you from opening another petty cash fund in the future. SOM will open the new petty cash fund when the position is filled.

4.7 Use and Restrictions of Petty Cash

University Policy No. 1506: Imprest Balances Petty Cash provides guidance on the uses and restrictions of petty cash. Please see the checklists below:

Uses of Petty Cash

Petty cash **may** be used for the following:

- Purchase of miscellaneous inexpensive office or lab supplies totaling less than \$50 (e.g., a ream of paper, manila folders)
- Entertainment or business meal expenses that total less than \$50 (**Exception:** Alcohol may **never** be reimbursed through petty cash. Any reimbursement that includes alcohol, regardless of the dollar amount, must be submitted to the travel office.)
- Local travel expenses that total less than \$50 (e.g. cab fare, tokens)
- Payments of human subjects fees of \$100 or less (**Note:** See *University Policy No. 2319.1: Payment of Human Subject Fees*)

Restrictions of Petty Cash

Petty cash restrictions are as follows:

- Purchase of supplies cannot exceed \$50
- Out of town travel expenditures are not reimbursable by petty cash (use form C-1)
- Personnel services are not reimbursable by petty cash, except for certain human subject fees (See *University Policy No. 2319.1: Payment of Human Subject Fees*)
- No equipment purchases
- Petty cash cannot be used as a check cashing fund
- No personal loans or salary advances

4.8 University Sales Tax Exemption

The University of Pennsylvania is exempt from Pennsylvania sales tax for purchases directly related to its education and research mission. Purchases not directly related to this mission are subject to sales tax, and the custodian cannot reimburse individuals for Pennsylvania sales tax.

Listed below are several examples for which the University **should** pay Pennsylvania sales tax and be reimbursed;

- Retirement gifts, flowers, awards, and other gifts
- Occupancy tax at hotels, motels, and similar establishments

Since these purchases are unrelated to the University education and mission they will be coded to the unallowable entertainment object code.

4.9 Payment to Human Research Subjects

University of Pennsylvania *Policy 2319.1 Payment to Human Subject Fees for Non University Employees* defines the limits on distributions to participants involved in research studies. A petty cash payment to human subject participants is restricted to payments of \$100 or less (defined as **one** date of service). All cash payments must be documented using the *C-2 Human Subject Voucher*. Required supporting documentation for the *C-2 Human Subject Voucher* includes receipts for out-of-pocket expenditures, and the *W-9* form or Foreign National Information Form (FNIF), if applicable.

US Citizens and Residents

US Citizens and Resident Aliens receiving payments via C-368 form require a *W-9* form. If cumulative payments (remuneration) from a department are expected to total more than \$600 in one calendar year for a single participant a *W-9 form is required*. The *W-9 form* should be attached to the *C-2 Human Subject Voucher* as appropriate for the first payment of the calendar year.

Non Resident Aliens

Non Resident Aliens receiving payments via C-368fd form OR receiving remuneration and reimbursement of \$100.00 or more in one calendar year requires the following documentation:

1. Foreign National Information Form (FNIF)
2. Copies of Visa, Passport, I94 card, and
3. Valid ITIN (Individual Tax Identification Number) or SSN.

Since the *W-9 form and FNIF* contains the individual's social security number (SSN) and other potentially sensitive data, it should be protected. The best way to protect SSN data is to send the *W-9/ FNIF* to Accounts Payable. The *W-9 or FNIF* should **not** be retained in the grant file and does not need to be kept in the business office or the custodian's file for the department's historical financial records. For audit purposes, the *C-2 Human Subject Voucher* is adequate documentation for the custodian's records. If it is necessary to verify *W-9/ FNIF documentation* during an audit, the auditor can visit Accounts Payable or review clinical records.

In addition, SSN data should *not* be kept on a local desktop, laptop, or other computing device. The department should not keep a paper copy of the W-9 form or FNIF form. All historical records with sensitive data must be shredded.

4.10 Petty Cash Advances for Human Subjects

In some instances human subjects will visit a remote location where the custodian is not present. For these cases, the department may advance petty cash *only* for payment to human subjects to be reconciled within 48 hours. The following procedures must be followed in order to obtain a petty cash advance to pay human subjects:

- The clinical research coordinator (CRC) can pick up cash at the designated times.

Note: Before any additional cash can be distributed all advances must be reconciled.

- The CRC and the custodian must complete and sign a *Petty Cash Advance for Human Subject Payments* (see sample form below).

Note: All petty cash advance forms should be completed with a reference number. The custodian will assign the reference number using the following numbering convention: the date of the advance (MMDDYYYY) and the CRC's first and last initials. For example, on July 8, 2006 the petty cash advance would be referenced as 07/08/2006-SW.

- The CRC must complete a C-2 Human Subject Voucher form for each distribution of the advance.
- Human subjects are required to sign and date the C-2 *Human Subject Voucher* to certify receipt of cash.
- The CRC must return each C-2 Human Subject Voucher, a copy of human subject's W-9 or FNIF (if applicable), and any unused cash to the custodian within 48 hours in order to allow the custodian to reconcile the petty cash advance.

Note: Best practice is to have the research subject sign a W-9 form or FNIF (if applicable) when signing the informed consent. Original consent forms must remain in the subject's research file and should **NOT** be forwarded to the custodian. Each research subject must complete a **new** W-9/ FNIF each calendar year (if applicable).

- The CRC must print, sign, and date the *Petty Cash Advance for Human Subject Payments* to certify reconciliation was completed.
- The custodian must reconcile all cash advances prior to dispensing any additional funds to the CRC.

Form: Petty Cash Advances for Human Subject Payments

Reference # _____

University of Pennsylvania
Petty Cash Advance for Human Subject Payments

To be completed by the custodian, witnessed by the recipient of advance, usually a Clinical Research Coordinator.

Fund # _____
IRB Protocol # _____

ORG # _____
Advance \$ _____ 5317 (Advance Subject Compensation)

I certify the receipt of petty cash for the purposes of distribution to human subjects on the above referenced protocol and grant. I am personally responsible for the reconciliation and return of any cash not dispensed. I agree to reconcile and return unused petty cash within 48 hours of distribution.

Recipient's Name* (please print) _____ Penn ID# _____
Recipient's Signature _____ Date _____
**Recipient of advances must be the Clinical Research Coordinate distributing cash to the human subject.*

Custodian's Signature _____ Date _____

Reconciliation of Advance and Return of Unused Cash

To be completed by custodian, witnessed by the recipient of the advance.

Number of human subject vouchers received _____

Total Cash Disbursed	\$ _____
Cash Received	\$ _____
Total Reconciled	\$ _____
Amount Advanced	\$ _____
Variance	\$ _____

Certify Return of Documentation and Reconciliation of Advance

Recipient's Name (please print) _____ Penn ID# _____
Recipient's Signature _____ Date _____
Custodian's Signature _____ Date _____

Form: C-2 Human Subject Voucher

**University of Pennsylvania
C-2 Human Subject Voucher**

This subject will receive \$600 or more this calendar year.
 Payment will be issued by check.
 This study does not have an IRB waiver of HIPAA.

To be completed if any of the boxes above have been checked:

Subject's Last Name _____
 Subject's First Name _____
 Last 4 digits of SS# _____

Check if subject is an employee of UPHS, CPUP, UPenn

Fund # _____
 IRB Protocol # _____

Please check one
For U.S. Citizens or Resident Aliens
 Current calendar year W-9 attached
 W-9 previously submitted
 No W-9 required – calendar year payment is less than \$600

For Non Resident Aliens
 Attach Foreign National Information Form

Description of Visit (use descriptive type: e.g., visit 3 of 6, 6 month follow-up):

Dollar amount of Remuneration \$ _____ 5316 (Human Subject Payments)

Dollar amount of out-of-pocket expenses – list types separately and attach receipts:

Travel/Meals (specify) _____ \$ _____ 5206 (Non-Employee Travel)
 Travel/Meals (specify) _____ \$ _____ 5206 (Non-Employee Travel)
 Other _____ \$ _____ 5241 (Patient Care Supplies)
 Grand Total \$ _____

CRC Name (please print) _____

CRC Signature _____ Date _____

This signature certifies the human subject listed above is eligible for payment having fulfilled all requirements outlined in the approved protocol.

Check one box:

- Subject received cash totaling \$ _____
 No payment received, check to be processed
 Subject received \$ _____ in the form of a gift card money order other _____

Subject Signature _____ Date _____

If no signature is obtained, an explanation is required.

Business office use only:

Advance reference # _____

26-Digit Account Number

CNAC	ORG	BC	FUND	OBJECT	PROG	CREF	\$ Amount
_____	_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	5206	_____	_____	\$ _____
_____	_____	_____	_____	5241	_____	_____	\$ _____

form C-2 Human Subject Voucher (refer to financial policy #2319.1 *Payment to Human Subjects*)

Form: C368 (Multiple Distribution)

University of Pennsylvania
Office of the Comptroller
Request for Payment

VENDOR #
PENN ID #

DATE:

Will Call Wire
Attachment Foreign Draft
Federal Express

Faculty/Staff (last 4 digits of SSN) _____
 Student (last 4 digits of SSN) _____
 Other (SSN) _____

PAYEE NAME _____
(Individual) (Last Name) (First Name) (MI)

PAYEE NAME _____ Tax Payer Identification # _____
(Company)

Address 1 _____
Address 2 _____
City _____ State _____ Zip _____

Line#	Invoice Date (DD/MM/YYYY)	Invoice Number	Amount	26 Digit-Account Number (# of digits in category)						
				CNAC (3)	ORG (4)	BC (1)	FUND (6)	OBJ (4)	PROG (4)	CREF (4)
1										
Total Amount:				Auditor Approval						

Business Purpose of Payment (please check one)

Taxable Payments to Individuals for:

Royalties (4919) Honorarium (5314)
Consulting (5302) Other Services (5319)
Consulting Computer (5306) Subject Fees (5316)
Lecture Fees (5313) Subject List Attached

Payments to Companies or Reimbursements to Individuals for:

Conferences (5210) Telephone (5260), Postage (5269)
Subscriptions (5239) Photography (5275)
Supplies - Misc (5249) Gas (5413), Electric (5410)
Advances PI's (5317) Other (Explain) _____

Explanation for Payment: _____

Approval Section

Embossed Identification	Signature of Budget Administrator	
	Type Name of Budget Administrator	
	Additional Approval Signatures (if necessary)	
	Mail Code	Telephone
Comptroller's Authorization		

Form: C368fd (Foreign Drafts)

University of Pennsylvania
Office of the Comptroller
Request for Payment - Foreign Individuals

VENDOR NUMBER DATE:
 PENN ID #

FOREIGN NATIONALIST W-9 REQUIRED
 FOREIGN DRAFT C-12 REQUIRED
 FEDERAL EXPRESS

Faculty/Staff (Last Four digits of SS#): _____
 Student (Last Four digits of SS#): _____
 Other (Social Security Number): _____

PAYEE NAME (Individual): _____
 LAST NAME FIRST NAME M.I.

PAYEE NAME (Company): _____ Tax Payer Identification Number: _____
 ADDRESS-1: _____
 ADDRESS-2: _____
 CITY: _____ STATE: _____ ZIP: _____

Line #	INV. DATE (DD-MMM-YR)	INVOICE NUMBER	AMOUNT	26 DIGIT-ACCOUNT NUMBER(# of digits in category)						
				CNAC(3)	ORG(4)	BC(1)	FUND(6)	OBJ(4)	PROG(4)	CREF(4)
1										
2										
3										
4	TAX DEDUCTED AMOUNT		()	000	0001	1	000000	2106	0000	4373
5	TOTAL AMOUNT									
TAX NET AMOUNT				Auditor Approval						

Business Purpose of Payment (please check one):

Taxable Payments to Individuals for:

Royalties (4919) Honorarium (5314)
 Consulting (5302) Other Services (5319)
 Consulting Computer (5306) Subject Fees (5316)
 Lecture Fees (5313) Subject List Attached

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Conferences (5210) Telephone (5260), Postage (5269)
 Subscriptions (5239) Photography (5275)
 Supplies-Misc (5249) Gas (5413), Electric (5410)
 Advances PI's (5317) Other (Explain) _____

Explanation for Payment: _____

APPROVALS SECTION		
EMBOSSED IDENTIFICATION	SIGNATURE OF BUDGET ADMINISTRATOR	
	TYPE NAME OF BUDGET ADMINISTRATOR	
	ADDITIONAL APPROVAL SIGNATURES IF NECESSARY	
DEPARTMENT NAME	MAIL CODE	TELEPHONE
COMPTROLLER'S AUTHORIZATION		

** Note Line #4 & #5 will be completed by Accounts Payable

Form: Foreign National Information Form

**University of Pennsylvania
Foreign National Information Form**

All applicable questions below must be answered. A copy of your I-94 Card, VISA, Passport and an I-20 / DS-2019 or I-797 must be attached to this form. This form must be returned before any check can be issued by Payroll or Accounts Payable.

This section is to be completed by Department Representative.

Purpose for submitting this form:	
<input type="checkbox"/> Employee (mark the appropriate box below) <input type="checkbox"/> New to University <input type="checkbox"/> Change in Visa Status <input type="checkbox"/> Tax Treaty Renewal	<input type="checkbox"/> Independent Contractor/Honorarium (Amount \$ _____) <input type="checkbox"/> Scholarship/Fellowship (Amount \$ _____) <input type="checkbox"/> Other _____ (Amount \$ _____)
Annual Salary \$ _____	Department Contact Person _____
Position Title _____	Email Address _____
Department Name _____	Telephone Number _____ Ext. _____
Campus Address _____	

The remainder of this form is to be completed and signed by Foreign National.

1. Last or Family Name	First	Middle	Mr., Mrs., Ms., Dr. (Circle One)
2. Social Security # or Temp ID#		3. Date of Birth ____/____/____ <small>Month Day Year</small>	
4. U.S. Local Street Address _____ Address Line 2 _____ Address Line 3 _____ City _____ State _____ Zip Code _____ Telephone Number (____) _____		5. Foreign Residence Address _____ Address Line 2 _____ City _____ Postal Code _____ Province/Region _____ Province/Region Postal Code _____ Country _____	
6. Country of Citizenship		7. Country that issued Passport Passport # / Expiration Date	
8. Visa # (not the control number)		9. Email Address	
10. Your Current U.S. Immigration Status			
<input type="checkbox"/> U.S. Immigrant/Permanent Resident <input type="checkbox"/> J-1 Exchange Visitor		<input type="checkbox"/> F-1 Student <input type="checkbox"/> H-1 Temporary Employee <input type="checkbox"/> J-2 Spouse or Child of Exchange Visitor Other _____	
11. If Immigration Status is J-1, What is the Category?			
<input type="checkbox"/> 01 Student <input type="checkbox"/> 02 Short Term Scholar		<input type="checkbox"/> 05 Professor <input type="checkbox"/> 07 Alien Physician <input type="checkbox"/> 12 Research Scholar Other _____	
12. What is the Primary Purpose of your Current Stay in the U.S.?			
<input type="checkbox"/> 01 Studying in a Degree Program <input type="checkbox"/> 02 Studying in a Non-Degree Program <input type="checkbox"/> 03 Teaching <input type="checkbox"/> 04 Lecturing		<input type="checkbox"/> 05 Observing <input type="checkbox"/> 06 Consulting <input type="checkbox"/> 07 Conducting Research <input type="checkbox"/> 08 Training <input type="checkbox"/> 09 Demonstrating Special Skills <input type="checkbox"/> 10 Clinical Activities <input type="checkbox"/> 11 Temporary Employment <input type="checkbox"/> 12 Here with Spouse	
13. What is the Actual Date you first entered the U.S in your present immigration status?	14. What is the Start Date on your current immigration form (i.e., DS2019, I-20, or I-797, as applicable)?	15. What is the Projected End Date of your present immigration status?	

**University of Pennsylvania
Foreign National Information Form**

Revised 10/07

Foreign National Information Form (Contd.)

The Foreign National Information Form must be completed before you can receive any form of payment.

<p>16. If Student, What Type?</p> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Post Graduate <input type="checkbox"/> Medical Student	<p>17. If Married, is Spouse in U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of other dependents here, excluding spouse? _____</p>
<p>18. For Independent Contractors/Self-Employed Individuals: Do you/will you have an office (fixed base) in the U.S.?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many days in this tax year did you/will you have office (fixed base)? _____ Days</p>	<p>19. Country of Tax Residence if Different from Foreign Residence Address:</p> <p>Did tax residency end? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, when? _____/_____/_____ Month Day Year</p>

Prior U.S. Immigration Activity

20. Please list all periods of stay in the U.S. during the last 3 calendar years and all F, J, or H visa periods since Jan. 1, 1988:

Date of Entry to U.S.	Date of Exit from U.S.	Visa Immigration Status	J-1 Subtype (if J-1 status)	Purpose of Stay	Have You Taken Any Treaty Benefits?
____/____/____	____/____/____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No
____/____/____	____/____/____	_____	_____	_____	<input type="radio"/> Yes <input type="radio"/> No

Please attach separate sheet, if necessary.

Please type form, if possible. Otherwise, print neatly.



PLEASE RETURN THIS FORM TO:
 Payroll Tax Office
 3451 Walnut St Room 310, Philadelphia, PA 19104

I hereby certify that all of the above information is COMPLETE, TRUE, and CORRECT. I understand that if my status changes from that which I have indicated on this form, I must submit a new Foreign National Information Form.

Signature _____ Date _____

5 Daily Operations

5.1 Documentation for General Petty Cash Expenditures

All petty cash distributions require the following documentation:

- A completed petty cash voucher (printed, signed, and dated by the recipient)
- Date and amount of reimbursement
- A receipt or invoice verifying the requested amount of cash
- The 26-digit account number to be charged
- Reason for reimbursement (e.g., office luncheon)
- Documentation of PI approval if any part of the transaction is charged to a sponsored project

5.2 Distributing Petty Cash

The following outlines the procedure for distributing petty cash.

- The requestor presents the receipt or invoice to be reimbursed.
- The requestor or the custodian completes the petty cash voucher.

Note: Requestors may complete the online voucher and submit it to the custodian for review. (For an online voucher, go to <http://www.finance.upenn.edu/treasurer/forms/#CashMan.>)

- The custodian confirms the following prior to distributing cash:
 1. The request is in compliance with University policy,
 2. The voucher agrees with the receipt or invoice,
 3. The object code is appropriate for the transaction description,

Note: For a list of general ledger object codes by Fiscal Year, refer to the Comptroller's website: <http://www.finance.upenn.edu/comptroller/accounting/gloc/>.

4. The requestor has identified the fund number,
5. The recipient of the cash has printed his/her name and the date on the voucher, and
6. The request is net of sales tax

- The custodian distributes cash to the recipient.
- The custodian and recipient each sign the voucher acknowledging the receipt of cash.

5.3 Petty Cash Replenishment

University Policy No. 1506: Imprest Balances Petty Cash requires all petty cash funds to be replenished at least once a month. It is important to replenish petty cash monthly to allow expenditures to be recorded in the month in which they occurred, regardless if funds are low.

There are four phases to replenishing petty cash funds: 1) documentation review and cash analysis; 2) paperwork preparation; 3) authorization from the TAC approver; and 4) cash retrieval. Replenishment requires the teamwork of the custodian and the TAC approver, who is responsible for the reviewing and approving requests for replenishment.

Documentation Review and Cash Analysis

The first step in replenishing the petty cash fund is reviewing the petty cash documentation and counting the cash on hand. The review of the petty cash documentation provides the custodian with the opportunity to verify that the information received at the time of reimbursement was correct. Below are the steps the custodian must complete during the review phase of replenishment.

1. Gather all petty cash voucher slips, supporting receipts, and the petty cash box for review. Perform a second review of all the petty cash expenditures verifying all charges are reasonable, allocable, allowable, and consistent.
2. Separate all of the expenditures by fund and object code.

Note: When completing the *Petty Cash Reimbursement* form, most expenditure should be charged in the 5xxx object code series. If object codes in the 1xxx (assets) or 2xxx (liabilities) series are used, validate correctness based on the business nature of the transaction. Requests to replenish funds should never be charged to object code 1140 (Petty Cash).

3. Complete a *Petty Cash Reimbursement* form.

Note: Transactions with the same object code and fund may be listed on a single line item on the request for replenishment form. Separating the petty cash vouchers according to fund number and object code may assist in completing this process (see [Appendix B](#) for an example).

4. Count the cash on hand.

Note: The custodian should **never assume** the cash on hand is equal to the petty cash fund limit minus total receipts. Counting the actual cash to balance the fund at replenishment is the best method for verifying cash on hand. This practice will allow the custodian to identify any deficits or overages in the petty cash fund balance.

5. Sign, date, and copy the form and all supporting documentation for the department's records.

Note: Please complete the date field on the replenishment prior to copying.

6. Submit the *Petty Cash Reimbursement* form and supporting documentation to the TAC approver for review and approval.

Note: The custodian should obtain a copy of the TAC approved front page of the *Petty Cash Reimbursement* form and add to their records.

Authorization from the TAC Approver

Before the TAC approver can authorize the request for petty cash replenishment, he/she must complete the following steps:

1. Perform a review of all the petty cash expenditures verifying all charges are reasonable, allocable, allowable, and consistent.

Note: Add the lines of the replenishment request and documentation to verify the custodian requested the appropriate amount for reimbursement. Before reimbursement, the TAC approver should physically count the cash on hand.

2. Sign and emboss the *Petty Cash Reimbursement* form to certify the accuracy of the charges and approve the request for cash.
3. Return the *Petty Cash Reimbursement* form and supporting documentation to the custodian or another designated University of Pennsylvania employee for retrieval of cash.

Cash Retrieval

The final step in the replenishment process is retrieving the cash from the Cashier's Office.

1. The custodian (or another University of Pennsylvania staff member) must take the signed and embossed *Petty Cash Reimbursement* form, petty cash vouchers, and original receipts/supporting documentation to the Cashier's Office to retrieve the cash. The following cashier guidelines apply when requesting cash:
 - The person retrieving cash must have proper identification (i.e. valid Penn ID).
 - All forms must be complete, accurate, and approved (no blanks allowed).
 - All forms must be signed by the custodian and signed and embossed by the TAC approver.
 - The request for cash may not exceed the limit of the petty cash fund.

Note: If the reimbursement request is large or if the custodian requires certain denominations, the custodian should notify the Cashier's Office at (215) 898-7258 in advance, so the cash is ready upon arrival. Additionally, departments requesting large dollar amounts should use a buddy system when retrieving cash. The ideal buddy system would include at least two University of Pennsylvania employees.

2. After receiving the cash, the person must count the money **while at the window** to verify he/she received the exact requested amount. The person **must not** leave the window if the funds counted **do not** match the request. If there is a discrepancy at that point, request a recount of the funds from the cashier and/or ask for a supervisor.

3. If a runner retrieves the cash, when he/she returns to the office, the custodian must count the cash in front of the runner verifying he/she received the proper amount.

4. Once the cash had been brought back to the office, the custodian must secure the funds in a locked box in a locked cabinet.

Deficits and Overages

If the custodian identifies a deficit or overage during replenishment, he/she must first report the variance to the TAC approver. Deficits should be written off to object code 5249 (other miscellaneous/supplies). Overages identified during replenishment should be deposited as miscellaneous income using object code 4920 (miscellaneous income).

6 Administrative Functions

The following administrative functions are performed periodically with the approval of the Senior Business Administrator in the School of Medicine Finance Department.

6.1 Changing the Petty Cash Custodian

There are six steps to changing a petty cash custodian.

1. Prior to changing the custodian, the department should reconcile the account to the authorized fund balance. The department should complete the Petty Cash Assessment Report and cash count form. The report should be sent to Office of Research Compliance and Integrity (RCI) within 2 weeks.
2. The TAC approver must verify that the new custodian has successfully completed **Petty Cash Training**. Training is available at <http://www.finance.upenn.edu/ftd/weblearn/>.
3. Complete a *Custodian Responsibility* form indicating a change in the custodian. The new custodian must sign the form to assume full responsibility for the petty cash fund.
4. Forward the completed *Custodian Responsibility* form to the Senior Business Administrator in the School of Medicine Finance Department for signature and embossment to indicate department approval.
5. The Senior Business Administrator in the School of Medicine Finance Department must forward the *Custodian Responsibility* form to the Cashier's Office for final approval.
6. When the new custodian receives the petty cash funds, he/she must count the cash in the presence of the former custodian (or TAC approver) to ensure he/she was given the correct funds.

Required Documentation:

- | |
|---|
| <ul style="list-style-type: none">▪ Custodian Responsibility form |
|---|

6.2 Closing the Petty Cash Fund

There are five steps to closing a petty cash fund:

1. Replenish the account to the authorized fund balance.
 - The custodian completes and submits an online deposit form.
 - The custodian credits object code 1140 on the deposit form for the full amount of the petty cash fund in order to close the account.

Note: All receipts must be submitted with a *Petty Cash Reimbursement* form to obtain the cash. The Cashier's Office will not accept receipts to close the fund. The completed form must contain all required supporting documentation (see [Petty Cash Replenishment](#) section 5.3).

2. The deposit sheet must be taken to the Cashier's Office (3451 Walnut Street, Room 110 Franklin Building) where the cashier will verify the cash deposit and hand-stamp the deposit summary sheet.

Note: The person making the deposit **must receive** a hand-stamped deposit sheet from the cashier verifying a deposit was made. If someone other than the custodian is making the deposit, the individual must first make a copy of the deposit for his/her personal records and then give the original deposit summary sheet to the custodian. The custodian must keep the original hand-stamped deposit sheet as verification that the petty cash funds were returned to the University.

3. The custodian must complete a *Custodian Responsibility* form requesting the closing of the petty cash fund. The custodian then signs the form acknowledging the closure of the petty cash fund.
4. The TAC approver must forward both documents (original hand-stamped deposit sheet and the completed *Custodian Responsibility* form) to the Senior Business Administrator in the School of Medicine Finance Department for signature and embossment to indicate department approval.
5. The Senior Business Administrator in the School of Medicine Finance Department must forward the completed documents to the Cashier's Office for final approval.

Note: The custodian is responsible for the petty cash fund until he/she receives acknowledgement from the Cashier's Office that the fund is closed. The Cashier's Office will acknowledge in writing that the funds are closed.

Once the custodian receives acknowledgement that the funds are closed, the department **and** the custodian must retain the following records in their petty cash file: 1) a copy of the acknowledgement from the Cashier's Office; 2) a copy of the *Custodian Responsibility* form requesting the closure of the fund; and 3) a copy of the hand-stamped deposit form.

Note: The TAC approver is responsible for reviewing the petty cash records with the custodian to ensure petty cash files are accurate and the required supporting documentation is retained according to University and sponsor guidelines. Records should be retained for seven years. If petty cash records are associated with a research grant, they may need to be retained longer than seven years. *University Policy No. 2132: Record Retention* provides guidance about how long files must be retained. For expenditures on sponsored projects, the department must refer to the sponsor guidelines to ensure proper record retention.

All of the above steps must be completed and documented in order to accurately close the petty cash account in the University's general ledger system. The **TAC approver** is responsible for ensuring that the petty cash fund is both **closed properly and records are maintained** to support the fund closure. Until each step is complete, the custodian maintains **full** responsibility for the petty cash fund.

Required Documentation:

- Hand-Stamped Online Deposit form
- Petty Cash Reimbursement form
- Custodian Responsibility form

6.3 Increasing the Petty Cash Fund

A petty cash fund may need to be increased if use and frequency of replenishment warrant a larger fund balance. Increasing a petty cash fund balance increases the risk to manage and safeguard the funds. All requests for increases require approval from the Senior Business Administrator in the School of Medicine Finance Department.

There are five steps to increasing the petty cash funds.

1. Complete a letter of purpose indicating why the department is requesting more funds. The letter should outline the reason for increased activity and how these activities will affect the petty cash fund.
2. Complete a new *Custodian Responsibility* form indicating the amount of the requested increase.

Note: When the custodian signs the form, he/she accepts responsibility for the increased fund amount.

3. Next the TAC approver must complete a *C-368* form using object code 1140 (Petty Cash).

Note: The form must only reflect the amount by which the fund is being increased, **not** the total fund amount.

4. Submit all three documents to the Senior Business Administrator in the School of Medicine Finance Department for signature and embossment to indicate department approval.
5. The Senior Business Administrator in the School of Medicine Finance Department must forward the completed documents to the Cashier's Office for final approval. The Cashier's Office will review the request for an increase to the petty cash fund and notify the custodian whether the request has or has not been approved.

Required Documentation:

- | |
|--|
| <ul style="list-style-type: none">▪ Letter of Purpose▪ Custodian Responsibility form▪ C-368 form |
|--|

6.4 Decreasing the Petty Cash Fund

University policy states the balance of the petty cash fund should equal two week's worth of expenditures. This standard protects the custodian from taking unnecessary risk with a petty cash fund that has an unnecessarily large balance. Therefore, changes in the petty cash fund's use or purpose will occasionally warrant a decrease in the petty cash fund balance.

There are six steps to decreasing the petty cash fund.

1. Before decreasing the petty cash fund, the custodian must replenish the account to the authorized fund balance.

Note: All receipts must be submitted with a *Petty Cash Reimbursement* form to obtain the cash. The Cashier's Office will not accept receipts to reduce the fund. The completed form must contain all required supporting documentation (see [Petty Cash Replenishment](#) section 5.3).

2. Complete and submit an online deposit form. The custodian must credit object code 1140 for the amount of the decrease, not the full fund balance. For example, if the total petty cash fund balance is \$1,200 and the amount of the decrease is \$350, the custodian must only credit \$350 to object code 1140.
3. The online deposit form must be printed and taken to the Cashier's Office (3451 Walnut Street, Room 110 Franklin Building) where the cashier will verify the cash deposit and hand-stamp the deposit sheet.

Note: The person making the deposit **must receive** a hand-stamped deposit sheet from the cashier verifying a deposit was made. If someone other than the custodian is making the deposit, the individual must first make a copy of the deposit for his/her personal records and then give the original deposit summary sheet to the custodian. The custodian must keep the original hand-stamped deposit sheet as verification that the petty cash funds were returned to the University.

4. Complete a *Custodian Responsibility* form requesting the decrease in the fund. By signing the form, the custodian acknowledges the decrease in the petty cash fund.
5. Forward the completed documents (original hand-stamped deposit sheet and the completed *Custodian Responsibility* form) to the Senior Business Administrator in the School of Medicine Finance Department for signature and embossment to indicate department approval.
6. The Senior Business Administrator in the School of Medicine Finance Department must forward the completed documents to the Cashier's Office for final approval.

Note: The custodian is responsible for the full balance of the petty cash fund until he/she receives acknowledgement from the Cashier's Office that the fund has been reduced.

The petty cash files must be complete and contain documentation to support the decrease. Full documentation includes: 1) a copy of the acknowledgement from the Cashier's Office; 2) a copy of the *Custodian Responsibility* form requesting the decrease of the fund; and 3) a copy of the hand-stamped deposit form. All of the above steps must be completed and documented in order to accurately decrease the petty cash fund in the University's general ledger system.

Required Documentation:

- Petty Cash Reimbursement form
- Custodian Responsibility form
- Hand-Stamped Online Deposit form

6.5 Changing the Account Number

There is no way to change the account number for a petty cash account. If the department wants a change in account number, it must follow the procedure to close the existing petty cash fund and open a new petty cash fund using the new account number.

6.6 Petty Cash Audits

The Treasurer's Office worked with the Office of Audit, Compliance and Privacy to develop a *Petty Cash Audit: Self Assessment for Schools and Centers*. The guidelines established in the petty cash audit provide step-by-step instructions for auditing a department's petty cash funds. Individuals responsible for the overall management of their department's petty cash fund should use this management tool when conducting a review of departmental petty cash accounts.

At least once a year, the Senior Business Administrator in the School of Medicine Finance Department will conduct an unannounced audit of each petty cash fund under his/her management. Petty cash fund audits are conducted as part of the routine oversight of business procedures or when suspected infractions of University policy have occurred within a unit. The individual conducting the audit will be someone other than the petty cash fund's custodian. Details for completing a petty cash audit can be found on the Treasurer's website at <http://www.finance.upenn.edu/treasurer/cashier/pettycash.shtml>.

In addition, petty cash funds are subject to audit any time by the:

- The Senior Business Administrator in the School of Medicine Finance Department or his/her designee
- Cashier's Office
- Treasurer's Office
- Office of Audit, Compliance and Privacy

Failure to comply with these and Internal Audit's guidelines may result in the closing of the petty cash fund.

Available Resources

The following resources are available for guidance in the managing petty cash funds:

Related University Policies:

University Financial Policy Manual:

<http://www.finance.upenn.edu/vpfinance/fpm/>

University Policy No. 1506: Imprest Balances Petty Cash

<http://www.finance.upenn.edu/vpfinance/fpm/1500/1506.asp>

University Policy No.2106: Financial Responsibility

<http://www.finance.upenn.edu/vpfinance/fpm/2100/2106.asp>

University Policy No. 2111: Unallowable Costs:

<http://www.finance.upenn.edu/vpfinance/fpm/2100/2111.asp>

University Policy No. 2132: Record Retention:

<http://www.finance.upenn.edu/vpfinance/fpm/2100/2132.asp>

University Policy No.2134: Expense Approval and Documentation Requirements

<http://www.finance.upenn.edu/vpfinance/fpm/2100/2134.asp>

University Policy No.2319.1: Payments to Human Subjects

<http://www.finance.upenn.edu/vpfinance/fpm/2300/2319.1.asp>

University Policy No.2701: Internal Control

<http://www.finance.upenn.edu/vpfinance/fpm/2700/2701.asp>

University Policy No.2703: Safeguarding University Assets:

<http://www.finance.upenn.edu/vpfinance/fpm/2700/2703.asp>

Related University Guidelines:

Petty Cash Audit: Self Assessment for Schools and Centers:

<http://www.finance.upenn.edu/treasurer/info/PettyCashAssessmentTool.doc>

Office of Cashier Petty Cash guidelines:

<http://www.finance.upenn.edu/treasurer/cashier/pettycash.shtml>

Tax Exemption Information:

http://www.purchasing.upenn.edu/for_suppliers/tax_exemption.php

Related Federal Guidelines:

OMB Circular No. A-21:

http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html

Documentation References:

Petty Cash Forms:

<http://www.finance.upenn.edu/treasurer/forms/#CashMan>

Other University Resources:

Office of Audit, Compliance and Privacy

<http://www.upenn.edu/audit/>

Office of Comptroller

<http://www.finance.upenn.edu/comptroller/>

Office of Research Services

<http://www.upenn.edu/researchservices/>

School of Medicine, Office of Compliance

<http://www.med.upenn.edu/penn/comply/>

Form: Petty cash Voucher Slip

No. \$

University of Pennsylvania
Petty Cash Voucher Slip
(Form C-2A Rev. 06/02)

Date:

For:

Charge to : - - - - - -
 CNAC ORG BC FUND OBJC PROG CREF

ATTACH ALL APPLICABLE VOUCHERS AND RECEIPTS:

I approve that the expenditures above were incurred by the payee while on official University business, are accurate and that he/she is not requesting reimbursement from any other source.

I certify that the expenditures listed above were incurred by me for official University business, are accurate and that I am not requesting reimbursement from any other source. Upon signing below, I have now received reimbursement from the above fund.

Approved by _____ Received by _____

Note: Click the "Back" button of your browser to return to the previous page.

Form: Request for Reimbursement

UNIVERSITY OF PENNSYLVANIA
OFFICE OF THE COMPTROLLER
REQUEST FOR REIMBURSEMENT OF PETTY CASH FUND

5 DIGIT VENDOR NUMBER 52995 NAME OF CUSTODIAN: _____
LAST FIRST

PETTY CASH ACCOUNT NUMBER: _____ 1140 _____
CNAC(3) ORG(4) BC(1) FUND(6) OBJ(4) PROG(4) CREF(4)

AMOUNT OF PETTY CASH FUND: \$ _____

Expenditures, as indicated below and evidenced by the attached documentation, have been made out of the petty cash fund maintained by me and reimbursement in the amount of \$ _____ is requested. The attached documentation of all expenditures for the period agrees with the amount requested.

Please make sure that the dollar amounts listed in the AMOUNT column (under expenditures) total to the figure recorded below as Total Expenditures.

Total Expenditures \$ _____
 Cash on Hand _____
 Amount of Fund 0.00 _____

26 DIGIT-ACCOUNT NUMBER (# of digits in category)								
Line#	CNAC(3)	ORG(4)	BC(1)	FUND(6)	OBJ(4)	PROG(4)	CREF(4)	AMOUNT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTAL AMOUNT:								\$0.00

APPROVALS SECTION		SIGNATURE OF CUSTODIAN	
SIGNATURE OF BUDGET ADMINISTRATOR		TYPE NAME OF BUDGET ADMINISTRATOR & TEL EXT.	
EMBOSSSED IDENTIFICATION		SIGNATURE OF PAYEE	
		COMPTROLLER'S AUTHORIZATION	
		PAYEE (TO BE SIGNED AT CASHIER'S WINDOW)	
DEPARTMENT NAME	DEPARTMENT ADDRESS	MAIL CODE	TELEPHONE

January 1999 (www)

Appendix B – Sample Replenishment

Request for Replenishment of Petty Cash Fund

William Penn wants to process his monthly replenishment request for his department’s petty cash fund, which totals \$100. He must account for the transactions that depleted the petty cash fund.

Through the course of the month the following transactions occurred:

- One reimbursement for cab fare for staff to travel to a local conference charged to the department’s unrestricted account (010004) – the payment is for \$11.00
- One reimbursement for the purchase of bagels for a staff meeting – the payment is for \$12.59 (including Pennsylvania sales tax)

Prior to completing the *Petty Cash Reimbursement* form, Penn separates the transactions by fund and object code, adds all the expenditures, and counts the cash on hand as follows:

Figure A.1: Penn’s tally of his five most recent petty cash expenditures.

Payment Description	Fund #	Object Code	Amount
Cab Fare	010004	5209	\$11.00
Bagels for Staff Meeting	010004	5214	\$11.77
Unallowable Sales Tax (Bagels)	010004	5291	\$0.82

Total petty cash transactions	\$23.59
Total cash on hand	\$76.41
Total petty cash expenditures and cash on hand	\$100.00
Authorized fund balance	\$100.00
Variance	\$0.00

Figure A.2: Completed *Petty Cash Reimbursement* form with required documentation.

**UNIVERSITY OF PENNSYLVANIA
OFFICE OF THE COMPTROLLER
REQUEST FOR REIMBURSEMENT OF PETTY CASH FUND**

5 DIGIT VENDOR NUMBER: 52995 NAME OF CUSTODIAN: Penn William
LAST FIRST

PETTY CASH ACCOUNT NUMBER: 400 4999 1 010004 1140 6401 0000
CNAC(3) ORG(4) BC(1) FUND(6) OBJ(4) PROG(4) CREF(4)

AMOUNT OF PETTY CASH FUND: \$ 100.00 DATE: 12/20/05

Expenditures, as indicated below and evidenced by the attached documentation, have been made out of the petty cash fund maintained by me and reimbursement in the amount of \$ 23.59 is requested. The attached documentation of all expenditures for the period agrees with the amount requested.

Please make sure that the dollar amounts listed in the AMOUNT column (under expenditures) total to the figure recorded below as Total Expenditures

Total Expenditures	\$23.59
Cash on Hand	\$76.41
Amount of Fund	\$100.00

26 DIGIT-ACCOUNT NUMBER (# of digits in category)

Line#	CNAC(3)	ORG(4)	BC(1)	FUND(6)	OBJ(4)	PROG(4)	CREF(4)	AMOUNT
1	400	4999	1	010004	5209	6401	0000	11.00
2	400	4999	1	010004	5214	6401	0000	11.77
3	400	4999	1	010004	5291	6401	0000	82
4								
5								
6								
7								
8								
9								
10								
TOTAL AMOUNT:								23.59

APPROVALS SECTION

SIGNATURE OF BUDGET ADMINISTRATOR <i>Sam Smith</i> EMBOSSED IDENTIFICATION TAC Sam Smith	SIGNATURE OF CUSTODIAN <i>William Penn</i>
	TYPE NAME OF BUDGET ADMINISTRATOR & TEL EXT
	SIGNATURE OF PAYEE
	COMPTROLLER'S AUTHORIZATION
PAYEE (TO BE SIGNED AT CASHIER'S WINDOW)	

DEPARTMENT NAME	DEPARTMENT ADDRESS	MAIL CODE	TELEPHONE
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January 1999 (www)

The Reference Guide to Petty Cash

No. 1 \$12.59

University of Pennsylvania
Petty Cash Voucher Slip
(Form C-2A Rev. 06/02)

Date: 12/1/05
For: Food for our weekly staff meeting.

Charge to: 400 - 4999 - 1 - 010004 - 5214 - 6401 - 0000
CNAC ORG BC FUND OBJC PROG CREF

ATTACH ALL APPLICABLE VOUCHERS AND RECEIPTS:

I approve that the expenditures above were incurred by the payee while on official University business, are accurate and that he/she is not requesting reimbursement from any other source.

I certify that the expenditures listed above were incurred by me for official University business, are accurate and that I am not requesting reimbursement from any other source. Upon signing below, I have now received reimbursement from the above fund.

William Penn Approved by
John Doe Received by

Au Bon Pain
U. of Penn Medical Center

~~Office Catering Specialists: 800-765-4227~~

STORE #210

QUESTIONS - CONCERNS?
~~CALL US AT 800-765-4227~~
Visit us at our web site:
<http://www.AUBONPAIN.COM>

Ticket #45

2005-12-01 210 3 116 45 9:27 AM

Dozen Bagels	6.39
12 Plain Bagel	2.00
2 Plain CC	.89
Krispy Kreme	2.49
TUB Plain CC	
TO GO	11.77
Tax	.82
Amount Due	12.59
\$20 CASH	20.00
Change	7.41

Shouldn't have reimbursed sales tax - did it in error - changed to unallowable 5291 JWP

No. 2 \$11.00

University of Pennsylvania
Petty Cash Voucher Slip
(Form C-2A Rev. 06/02)

Date: 12/14/05
For: Cab fare for travel to a local conference on weight loss.

Charge to: 400 - 4999 - 1 - 010004 - 5209 - 6401 - 0000
CNAC ORG BC FUND OBJC PROG CREF

ATTACH ALL APPLICABLE VOUCHERS AND RECEIPTS:

I approve that the expenditures above were incurred by the payee while on official University business, are accurate and that he/she is not requesting reimbursement from any other source.

I certify that the expenditures listed above were incurred by me for official University business, are accurate and that I am not requesting reimbursement from any other source. Upon signing below, I have now received reimbursement from the above fund.

William Penn Approved by
John Doe Received by

Patron's Receipt

DELTA CAB COMPANY ASSOCIATION
1725 W. Passyunk Ave. Philadelphia, PA 19145
TEL: (215) 334-4473

CAB No. _____ DATE 12/14/05

TIME _____ A.M. _____ P.M.

RECEIVED FROM Mr. John Doe

FARE \$9.00 TIP \$2.00 TOTALS \$11.00

FOR THE TRIP FROM office
to Marriot Center City

Appendix C – School of Medicine Best Practice

The following is a sample department policy. It can be used by any department in the School of Medicine as a guideline for best practice. All outlined procedures are consistent with University of Pennsylvania financial policies and School of Medicine policies regarding petty cash. Please refer to these policies for clarification.

- *University Policy 1506: Imprest Balance Accounts – Petty Cash* can be found on the Cashier's Office website at <http://www.finance.upenn.edu/vpfinance/fpm/1500/1506.asp>.
- The *Petty Cash Monitoring Policy (SOM Policy: FA-GEN-002)* can be found on the School of Medicine's website at <http://www.med.upenn.edu/policy/fin.shtml>

SOM - Office of Department ABC

Departmental Policy for Administration of Petty Cash

Guidelines for Reimbursement

- The custodians for Department ABC will distribute petty cash during designated times. The following schedule indicates the locations and times for petty cash disbursement.

Wilma Smith/ 3-8800
240 John Morgan Building
Monday, Tuesday, Thursday & Friday
11:00 a.m. to 2:00 p.m.
Human Subject Payments

Paul Jones/ 3-8800
402 Anatomy Chemistry Building
Monday & Wednesday
1 p.m. to 4 p.m.
NO human subject payments

Petty cash is **only** available at the designated times. Please plan accordingly.

- The custodian will count and reconcile the petty cash box after designated petty cash disbursement days.
- The custodian will replenish the petty cash fund to ensure funds are available for the next scheduled petty cash disbursement day. Replenishment will occur at least once a month.
- All requests for petty cash reimbursements must be supported by an original itemized receipt or invoice. No payment can be provided without a receipt. By order of the Chair, photocopies or notes explaining expenses are not acceptable.

Note: Petty cash is not to be used to pay tips for deliveries—tips should be included in the initial order.

- Requests for petty cash reimbursements should be made within 30 days of the incurred expense. Receipts older than 30 days cannot be reimbursed via petty cash.

- Sales tax will not be reimbursed. All sales taxes will be deducted from the total amount due (See *Financial Policy 2307: Exemption from State Sales and Use Tax* on the Treasure's Office website at <http://www.finance.upenn.edu/vpfinance/fpm/2300/2307.asp>).
- At no point should the recipient of petty cash leave his/her receipt(s) without receiving the cash. If cash is not available, the recipient should return with the original receipt(s) during the next scheduled period for petty cash reimbursement.
- The custodian should identify the project or fund number prior to distribution of petty cash for reimbursement. The grant manager will be contacted prior to distribution of any questionable reimbursement.
- The petty cash recipient must sign the petty cash voucher. If an individual is picking up cash for someone else, he/she must sign his/her own name and indicate on the receipt the name of the person who incurred the expense. ***No recipient should ever sign someone else's name.***
- Receipts and the petty cash voucher material must be **taped** (**no staples**) to the petty cash voucher or an 8.5" X 11" piece of paper. This is required by the University in order to scan the documents in Markview, which is part of account payable system.
- During periodic department audits, which will be conducted at least once a year, the custodian is expected to provide full cooperation.

Required Documentation

The following documentation is needed for petty cash reimbursement:

- Completed petty cash voucher with supporting receipts or invoice.
 - Petty cash vouchers can be found on the Cashier's Office website at <http://www.finance.upenn.edu/treasurer/cashier/pettycash.shtml> or by searching "C2-A Petty Cash Voucher" on the Penn homepage.
 - The custodian can complete the voucher at the time of replenishment.
- Note:** Upon each new replenishment, the reference number will begin again at number one and will be numbered sequentially until the next replenishment.
- The recipient must print his/her name on the petty cash voucher then date and sign the voucher certifying receipt of cash.
 - Before petty cash can be distributed for an expenditure charged to a 5-fund or a sponsored research project, the principal investigator's or designee's signature is required.
 - To receive payment, human subjects must have completed a Human Subject Petty Cash Voucher.