

SECTION 15: CASH

Replenish Petty Cash Fund

INTRODUCTION

Replenish Petty Cash Fund provides detailed procedures for reimbursing petty cash fund expenses. Petty cash expenses should be no more than a few dollars, and are generally for purchases of minor commodities such as postage. Petty cash should only be used when payment cannot be made using a One Card Alaska credit card.

The petty cash fund custodian requests reimbursement of petty cash fund expenses at least once per month. Failure to request reimbursement at this rate indicates that the fund may need to be reduced or closed. Request reimbursement of petty cash fund expenses by submitting a Petty Cash Envelope to the department's fiscal office or other appropriate staff according to departmental procedures.

AKSAS TRANSACTIONS

310-10: Warrant Request

FORM

Petty Cash Envelope

PROCEDURES

I. The Petty Cash Custodian prepares and submits the Petty Cash Envelope.

A. Fill in petty cash fund and expense period details as follows:

1. **PETTY CASH FUND LOCATION** – Enter the physical location of the petty cash fund.
2. **BANK** – If the petty cash is kept in a bank account, enter the bank name.
3. **PERIOD COVERED:**
 - a. **FROM** – Enter the date of the beginning of the period for which reimbursement is being requested. This is one day after the end date of the previous reimbursement request.
 - b. **TO** – Enter the end date of the period. This is today's date.

B. Gather receipts, invoices, and other supporting documentation for petty cash expenses, and list the details of each petty cash expense as follows:

1. **DATE** – Enter the date of the expense. This is the date that cash was actually paid out.
2. **RECEIPT NO.** – Enter the receipt number.
3. **TO WHOM PAID** – Enter the payee name.
4. **INVOICE NO.** – Enter the invoice number, if applicable. Invoices are not generally issued for postage expenses.

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5. **ITEM PURCHASED** – Enter a brief description of the item purchased.
 6. **FINANCIAL CODING** – Enter the correct financial coding for the expense according to departmental procedures. Depending on departmental procedures, department fiscal or other staff may determine the proper financial coding.
 7. **AMOUNT** – Enter the amount of the expense.
 8. **NAME OF FUND CUSTODIAN** – Print the name of the fund custodian.
- C. Enter petty cash fund activity data as follows:
1. **CASH DISBURSEMENTS** – Enter the total disbursements (expenses) for the period.
 2. **CHECKBOOK BALANCE** or **TOTAL CASH ON HAND** – If petty cash is stored in a bank account, enter the checkbook balance at the end of the period. Otherwise, enter the total cash on hand at the end of the period.
 3. **BANK DEPOSITS IN TRANSIT** – Enter the amount of any previous petty cash expense reimbursement requests not yet received.
 4. **AMOUNT OF FUND** – Enter the total amount of the petty cash fund.
- D. Balance petty cash fund activity as follows:
1. Add the amount in the CASH DISBURSEMENTS field to the CHECKBOOK BALANCE or the TOTAL CASH ON HAND as appropriate.
 2. Add any BANK DEPOSITS IN TRANSIT to the above total.
 3. Verify that the sum equals the total in the AMOUNT OF FUND field.
- E. Sign and date the Petty Cash Envelope.
- F. Insert supporting documentation in the Petty Cash Envelope, and submit to department fiscal office or other appropriate staff according to departmental procedures.

II. Department fiscal staff audits the Petty Cash Envelope and reimburses expenses.

- A. Verify Petty Cash Envelope expense information and supporting documentation. Department fiscal office staff verifies that the details of each expense are accurate and supported by the documentation included. Financial coding for each expense must also be verified according to departmental procedures.
- B. Ensure expenses are approved according to departmental procedures.
- C. Process a 310-10: Add Warrant Request transaction to reimburse petty cash expenses.
 1. Using a financial transaction batch, access the 310-xx: Add Warrant Request transaction screen. Complete the fields as described in *Section 8: Payments, Add General Warrant Request* and the following criteria:
 - a. **TRANS CODE MINOR** – Enter **10** (Warrant Request Expense).
 - b. **WARRANT AMOUNT** – Enter the total petty cash expenditures to be reimbursed.

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- c. **ROUTING CODE** – Enter **M** (to have the warrant mailed directly to the custodian), or **A** (deliver warrant to the agency person identified in the ROUTING RD CODE field).
 - d. **ROUTING RD CODE** –If ROUTING CODE = A, enter the AKSAS RD code of the person in the agency who should receive the warrant. If ROUTING CODE = M, leave this field blank.
 - e. **REF TYPE 1** – Enter **PVN**.
 - f. **REF NUMBER 1** – Enter the petty cash custodian’s PVN.
 - g. **REF TYPE 2** – Enter **INV**. Use a separate reference line for each petty cash expenditure.
 - h. **REF NUMBER** – Enter the invoice number for each petty cash expenditure.
 - i. **AMOUNT** – Enter the amount of each invoice.
 - j. **DATE** – Enter the date of the reimbursement request, found next to the custodian’s signature on the Petty Cash Envelope. If desired, the date of each invoice may be entered in the COMMENTS field.
2. Submit the transaction and associated backup to the appropriate individual in your agency for certification according to department procedures. Refer to *Section 2: AKSAS Security & Authorities, Certifying Officer Authority* for more information.

Associated backup should include the Petty Cash Envelope and receipts for petty cash expenditures.

3. Once the transaction has been certified, a warrant is produced and mailed or routed to the petty cash custodian. Upon receipt, the custodian must cash the warrant to replenish the balance of the petty cash fund, obtaining a variety of bill denominations to facilitate cash payment for minor purchases.