

University of Florida Foundation, Inc.
Petty Cash

Policy #: 5.24
Effective Date: September 8, 2007
Responsible Department: Finance and Accounting

1. **PURPOSE**

To provide for secure petty cash funds.

2. **APPLICABILITY**

Petty cash funds for UFF.

3. **POLICY**

There may be situations that require the immediate cash payment of an expense. This may be to reimburse someone for a small expenditure, to purchase an item that is needed immediately and the vendor will only accept cash, etc. For these purposes a petty cash fund may be established. The size of the petty cash fund will be determined based upon anticipated cash needs. Other than very special situations, the amount of petty cash should be \$500 or less.

To establish a petty cash fund, the requesting party should prepare a Disbursement Request (UFF-D) with the payee being the person responsible for custody of the petty cash. The custodian must be a UF or UFF employee. Attached to the UFF-D should be a memorandum explaining the need for the petty cash fund, the amount requested, and the name of the designated custodian. The fund administrator and the appropriate dean, director, or vice president must sign both documents. The UFF Controller or Associate Controller will approve requests for new petty cash funds or changes to the amount of existing petty cash funds.

Upon receipt of the petty cash, the designated custodian must sign a document acknowledging receipt of the money, stating the amount and date received, and attesting to the custodian's knowledge of the UFF petty cash policy and agreement to abide by that policy. A copy of that document must be submitted to the UFF Disbursements Department. It is the responsibility of the petty cash custodian to prevent loss, theft, or misuse of the petty cash fund. Therefore, the money shall be kept in a secure locked location with access to the money severely restricted.

A request for reimbursement from petty cash bears the same documentation and authorization requirements as a normal disbursement request. The amount of money available from petty cash is limited and is not a substitute for paying by check.

In order to be considered for reimbursement from petty cash, a bill must be for something that requires immediate payment and is of small dollar value. Petty cash is not a substitute for lack of prior planning. To be considered for reimbursement from petty cash the request must meet the following criteria:

1. A valid receipt with an explanation of what the payment represents.
2. The fund number to be charged.
3. A signature from the receipt and an authorization from the applicable fund administrator. If the receipt is for the benefit of the fund administrator, the signature of the funds administrator's immediate superior is required.
4. The expenditure must conform to all other restrictions imposed upon UFF disbursements.
5. The expenditure cannot be of a nature that would be considered taxable income to an individual by IRS (*e.g.* payment for services).

Periodically, the custodian may request replenishment of the petty cash fund. This is done by the submission of a completed UFF-D form with the original supporting receipts attached.

Periodically, the custodian's supervisor should conduct unannounced audits of the petty cash fund. The supervisor should total the cash on hand and the total of receipts not reimbursed by UFF. The total of the cash and receipts should be equal to the amount of petty cash for which the custodian is responsible. The supervisor should record the cash count and the receipt totals on a document that indicates the name of the custodian, the amount of the petty cash fund, the date of the audit, and the name of the person conducting the audit. The supervisor should retain these audit documents for subsequent review by UF or UFF. In addition, UFF Accounting staff may conduct such audits.

4. CLARIFICATION

Requests for clarification of this policy should be sent to financeandaccounting@uff.ufl.edu.

Certified as approved by the Executive Committee of the UFF Board of Directors on:
September 8, 2007.



Susan G. Goffman, Secretary

Revision history: Original version
Updated January 3, 2020