

PETTY CASH PROCEDURES

Document Processing for Petty Cash

1. Application for a new petty cash account

- a. When applying for a new petty cash account, complete the “*Petty Cash New*” authorization form. This form can be located on the OSC website under the Forms tab - #5 under heading Accounting.
 - i. Complete the form in its entirety including all signatures; indicate reason for adding new account.
 - ii. Submit to the State Controller for approval.
 - iii. Once approval is given, OSC will create the vendor on Advantage and notify the agency of the new vendor code.
 - iv. After the VCC creating the vendor is approved, OSC will prepare a GAX document that will issue a check to the petty cash account.

2. Replenishing a petty cash account

- a. See the Statewide Administrative & Accounting Manual (SAAM) – Chapter 85, Section 85.10, sub-section 85.10.20.e for procedures.

3. Application to increase or update an existing petty cash account

- a. When applying for a change to an existing account:
 - i. Custodian Name or Address Change
 1. Complete the top of the “*Petty Cash Update*” authorization form located on the OSC website under the Forms tab - #6 under heading Accounting.
 2. Prepare a VCM document on Advantage and send form and barcode to OSC for approval
 - ii. Increase in Petty Cash Funds
 1. Complete the “*Petty Cash Update*” form located on the OSC website, under the Forms tab - #6 under heading Accounting. (*Same form as above if you are doing both changes.*)
 2. Complete form in its entirety including all signatures; indicate reason for increased amount in account
 3. Submit to State Controller for approval
 4. Once approval is given, OSC will prepare the GAX to increase funds to the petty cash account.

4. Decreasing funds in a petty cash account

- a. To decrease the established amount in a petty cash account, notify the Controller's Office either by letter or email to OSC Accounting Staff of your intentions
- b. Prepare a cash receipt document and/or journal to credit the amount of decrease back to the 0017 balance sheet account
- c. Use the correct 8000 series unit and Vendor Code associated with the petty cash account

5. Closing a petty cash account

- a. To close a petty cash account, notify the Controller's Office of your intentions either by letter or email to 'OSC Accounting Staff' in the global email address book regarding the closure.
 - i. If the petty cash account is a checking account, follow the guidelines addressed in the "Petty Cash Checking Account" procedures.
 - ii. If the petty cash account is **not** a checking account;
 1. Take all cash and/or checks from the petty cash account and create a cash receipt to include the following:
 - a. Description of transaction
 - b. **Vendor Code**
 - c. Fund
 - d. Agency/Department
 - e. Unit (*8000 series specific to your account*)
 - f. Balance Sheet code 0017 (*for petty cash*)
 2. Prepare a VCM document in Advantage to inactivate the Vendor/Customer code associated with the account.
 - a. *Contact your vendor entry section for assistance.*
 - b. Send the below to OSC Accounting:
 - i. All related information
 - ii. The "Vendor Deactivation" form (*located on the Forms page of the OSC website*)
 - iii. Advantage Bar Code sheet

Note: If monies have been deposited into another account, process either a cash receipt modification or a journal to move the funds to the above. This should clear the outstanding amount in the Petty Cash Balance Sheet account.