



# FREQUENTLY ASKED QUESTIONS

UNIVERSITY OF CENTRAL FLORIDA

FINANCE AND ACCOUNTING

## PETTY CASH ACCOUNTS

### FREQUENTLY ASKED QUESTIONS ABOUT PETTY CASH ACCOUNTS

#### **Q. What can I use my petty cash fund for?**

**A.** Petty cash is a form of payment that should be used for small and incidental purchases of \$250 or less for items that cannot be paid using the PCard or a purchase order (PO). The nature of the expenditures allowed to be paid depends on the source of funds used to pay for the specific charge. For example, if the department being charged is a concession fund (10006), then you can pay for food using petty cash. For additional guidance on fund use please visit [http://www.fa.ucf.edu/Guidelines/Others/Funds\\_Use\\_Guidelines.pdf](http://www.fa.ucf.edu/Guidelines/Others/Funds_Use_Guidelines.pdf).

#### **Q. I want to create a petty cash fund. What are the appropriate actions I need to take?**

- A.** Complete form 41-565, located at <http://www.fa.ucf.edu/Forms/Vendor/41-565.pdf>.
- The petty cash custodian must complete the form and sign it.
  - Forward the form to the responsible fiscal officer (RFO) or the dean, director, or chair (DDC) of your department for approval.
  - Send the signed form to Finance and Accounting (F&A), 12424 Research Parkway, Suite 300, Orlando, FL 32826-0975, **OR** email to [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu).
  - An accounting staff member and associate controller will review the form and, if appropriate, will approve the petty cash request. A maximum amount of \$1,000 for each request is allowable for each area. Any requests of petty cash greater than \$1,000 will be forwarded to the university controller for approval.
  - F&A General Accounting will provide the requesting custodian with a petty cash vendor identification number (VID), which is different from the original employee ID (EMPXXXXXXX) that was assigned to the petty cash custodian as a university employee.
  - A check will be issued and the custodian will be informed when it is ready for pick up at the F&A front desk, 12424 Research Parkway, Suite 300, Orlando, FL 32826-0975. The check may be cashed at the UCF Federal Credit Union located on the main UCF campus or the Bank of America branch at the intersection of Alafaya Trail and Research Parkway.
  - All petty cash funds should be maintained in the form of cash at all times and secured in a locked box with limited access.
  - Petty cash audits may be performed periodically and without prior notification.

#### **Q. How do I know how much money I need in my petty cash account?**

**A.** It is recommended that you request a dollar amount appropriate to meet the needs of your department up to a maximum amount of \$1,000. Any requests greater than \$1,000 will be forwarded to the university controller for approval. If you are not sure, please contact F&A at [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu), or call (407) 882-1053 for further assistance.

**Q. When I request a petty cash fund, do I need an approved purchase order?**

**A.** When you initially create the fund, you are not required to provide a PO for the first check to be issued. The fund transfer will be processed as a non-PO transaction posting to account **111000-Cash On Hand**. However, to replenish the fund, you will need to provide a PO using one of the two options shown below. (See **Q. How do I replenish my petty cash funds for incurred expenses?**)

**Q. My petty cash account is low on funds. How often should I replenish my petty cash fund?**

**A.** The account custodian should replenish funds when 75 percent of the funds have been spent. Please use the log available at [http://www.fa.ucf.edu/Forms/Vendor/41\\_988.pdf](http://www.fa.ucf.edu/Forms/Vendor/41_988.pdf) to monitor your petty cash disbursements.

**Q. How do I replenish my petty cash funds for incurred expenses?**

**A.** Petty cash may be replenished by either of the two options below:

**Option 1**

- Initiate an online requisition including departments/projects, account codes, and amounts to be charged as separate distribution lines for the various expenditures.
- Attach a copy of the receipts and submit the requisition in UCF Financials. The requisition will automatically be routed via workflow for appropriate approval(s), forwarded to the respective buyer tied to the category selected, and sourced to a PO.
- The petty cash custodian should send an email to [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu) (input subject line: Replenish petty cash), attach scanned copies of the original receipts, and provide the approved PO number for the expenditures **OR** mail the original receipts with the approved PO number to the Finance and Accounting Office, 12424 Research Parkway, Suite 300, Orlando, FL 32826-0975.

**Option 2**

- Initiate a zero-dollar online blanket requisition for the department/project in which the petty cash was established using category code 99005002 and account code 749999.
- The requisition will automatically be routed via workflow for appropriate approval and forwarded to the respective buyer tied to the category and be sourced to a PO.
- The petty cash custodian should send an email to [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu) (input subject line: Replenish petty cash), attach scanned copies of the original receipts, and provide the approved PO number for the expenditures **OR** mail the original receipts with the approved PO number to the Finance and Accounting Office, 12424 Research Parkway, Suite 300, Orlando, FL 32826-0975.
- All receipts must include the department/project numbers, appropriate expenditure account codes, and authorized signatures as shown in the Departmental Authorization List (DAL).

**Q. May I pay for food using my petty cash?**

**A.** You may pay for food using petty cash if the funding source being used allows for such a purchase. For additional guidance on funds use please visit: [http://www.fa.ucf.edu/Guidelines/Others/Funds\\_Use\\_Guidelines.pdf](http://www.fa.ucf.edu/Guidelines/Others/Funds_Use_Guidelines.pdf).

**Q. Do I need to prepare a journal entry to transfer expenses in a petty cash fund from one department to another?**

**A.** No, you will be able to create multiple distribution lines on the requisition to allocate charges to the appropriate department(s)/project(s) and account code(s) **OR** you will direct F&A by providing the department(s)/project(s) and account code(s) the expenditures should be charged to and what zero dollar PO is associated with the expenditures.

**Q. I need to extend my temporary petty cash fund. What information do I need to submit?**

**A.** Provide F&A General Accounting with the extension date and a copy of your project's current Institutional Review Board (IRB) approval via email to [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu). General Accounting will use this information to extend the date of your temporary fund.

**Q. How do I increase the amount of petty cash allocated to my account by F&A?**

**A.** To increase the amount of petty cash allocated to your account, follow these steps:

- Complete and submit form 41-565, located at <http://www.fa.ucf.edu/Forms/Vendor/41-565.pdf>.
- Send via campus mail to F&A General Accounting, Attn: petty cash accountant, 12424 Research Parkway, Suite 300, Orlando, FL 32826-0975, or email [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu).
- Specify the amount you would like to increase your fund by, and provide justification.
- F&A will review this information, determine if a change should be made, and then notify you of the decision.
- Please note that if the request for additional funds brings the total fund balance above \$1,000, the request will be forwarded to the university controller for approval.

**Q. How do I decrease the amount of petty cash allocated to my account by F&A?**

**A.** To decrease the amount of petty cash allocated to your account, follow these steps:

- Complete and submit form 41-565, located at <http://www.fa.ucf.edu/Forms/Vendor/41-565.pdf>.
- Send via campus mail to F&A General Accounting, Attn: petty cash accountant, 12424 Research Parkway, Suite 300, Orlando, FL 32826-0975, or email [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu).
- Indicate the amount you would like to decrease your fund by, and provide a justification.
- Bring the excess cash to the cashier's office along with a completed Departmental Expense Reimbursement Transmittal form, which is available at [http://www.studentaccounts.ucf.edu/Forms/Cashier/Departmental Expense Reimbursement Transmittal %20Form 41-908B.pdf](http://www.studentaccounts.ucf.edu/Forms/Cashier/Departmental_Expense_Reimbursement_Transmittal_%20Form_41-908B.pdf).
- Use the appropriate department/project number and account **111000-Cash On Hand**.
- Email a copy of the cashier's receipt to [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu).
- If the excess funds have been spent but don't need to be replenished, submit the original receipts along with a copy of the PO to vendor payables, and indicate that you do not need to replenish your fund balance.

**Q. How do I make sure all charges are being applied to the appropriate department(s)/project(s) and account(s)?**

**A.** You may run the public query **FXAP\_EXPENSES\_BY\_VENDOR\_ID** to ensure proper expense allocation that was charged as provided on the PO or as directed on your receipts that were submitted to F&A.

**Q. What are the reporting requirements for my petty cash and receipts?**

**A.** Each custodian is required to submit a Petty Cash Quarterly Reconciliation form 41-836 located at <http://www.fa.ucf.edu/Forms/Vendor/41-836.pdf> four times a year. The following dates the form is due to Finance and Accounting are: Oct. 15, Jan. 15, April 15, and July 15. The purpose of this submission is to help balance the total cash and receipts to ensure they sum to the total petty cash assigned to the custodian. The supervisor should verify the cash and total receipts, ensure both the custodian and supervisor sign the bottom of the form, and send it to F&A General Accounting, Attn: petty cash accountant, 12424 Research Parkway, Suite 300, Orlando, FL 32826-0975.

**Q. How do I close my petty cash fund?**

**A.** To close your petty cash fund, follow these steps:

- Bring the excess cash to the cashier's office along with a completed Departmental Expense Reimbursement Transmittal form, which is available at [http://www.studentaccounts.ucf.edu/Forms/Cashier/Departmental Expense Reimbursement Transmittal %20Form 41-908B.pdf](http://www.studentaccounts.ucf.edu/Forms/Cashier/Departmental_Expense_Reimbursement_Transmittal_%20Form_41-908B.pdf).
- Use the appropriate department/project number and account **111000-Cash On Hand**.
- Email a copy of the cashier's receipt to [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu).
- Submit the remaining original receipts along with a copy of the PO to vendor payables and indicate that you do not need to replenish your fund balance.

**Q. Is there a designated buyer for petty cash replenishment requisitions?**

**A.** Yes. The Finance & Accounting AP Buyer is the designated buyer for petty cash replenishments. Currently, the buyer is Carrie McDowell (cmcdowell), and she can be reached via email at [Carrie.McDowell@ucf.edu](mailto:Carrie.McDowell@ucf.edu).

**Q. Should the ROTT (Reimbursement Other Than Travel) comment be selected in initiating the petty cash replenishment requisition?**

**A.** No. The standard comment should be used. Please do NOT use the ROTT comment as it has more restrictions than the standard comment. Initiate the replenishment requisition just like any other regular requisition.

**Q. Since petty cash custodians can initiate replenishment requisitions with multiple lines, how is the combination of categories tied to different buyers handled?**

**A.** For a petty cash replenishment requisition with a combination of categories tied to different buyers, the petty cash custodian should change the buyer to Carrie McDowell (cmcdowell) for all lines. This will expedite the process in sourcing the petty cash replenishment requisition.

**Q. Can the petty cash custodian reimburse gas expenses incurred after taking students to theme parks, concerts, games, and other activities that are an integral part of the courses the students are taking?**

**A.** Yes, the expenses may be reimbursed but only when **state vehicles** are used. The person who incurred the charges should note on the gas receipt the last five digits of the VIN number of the state vehicle used.

**Q. Can the petty cash custodian reimburse a principal investigator (PI) or a graduate student assistant for materials purchased for an experiment that are hazardous in nature?**

**A.** Yes. The petty cash custodian may reimburse small dollar purchases of hazardous materials from local suppliers like AutoZone, Home Depot, Lowe's, etc., as long as the cost does not exceed \$25 per item. The receipt must show the purpose for the purchase. These purchases are also subject to UCF's "Procurement, Use, and Possession of Hazardous Materials and Radiation-Producing Equipment" policy (<http://policies.ucf.edu/documents/3-107.1ProcurementUseandPossessionofHazardousMaterialsandRadiation-ProducingEquipment041812.pdf>).

**Q. I am uncertain about how to handle authorization of a petty cash request. Who should I contact for assistance?**

**A.** Please contact F&A at [FAPettyCash@ucf.edu](mailto:FAPettyCash@ucf.edu) or call (407) 882-1053, (407) 882-1024, or (407) 882-1064 with any questions or concerns.