



# Request For New Petty Cash Fund

PYCAET

DARTMOUTH COLLEGE \* HANOVER \* NEW HAMPSHIRE \* 03755

Cashier's Office \* Hinman Box 6132 \* 646-2433 \*

Custodian Name:	
Date:	Org/Dept:
Hinman Box:	Phone Number:

Estimated Close Date: \_\_\_\_\_  
(cannot exceed 12 months from open date)

### Reason For The Fund

Eligible organizations within Dartmouth must demonstrate a need for petty cash funds. Funds may be requested for the following reasons. Please indicate the payment types that the Petty Cash Fund will be used for:

Human subjects engaged in research activities.  
Please describe below (required)

Org or Dept has other reasonable and necessary business requirement(s).  
Please describe below (required)

Describe: \_\_\_\_\_

### GL Chart String

Entity (2):	_____
Org (3):	_____
Funding (6):	_____
Activity (6):	_____
Sub-Activity (4):	_____
Nat Class (4):	_____

### PTAEO Chart String

Project (6):	_____
Task (4):	_____
Award (6):	_____
Exp Type (5):	_____
Org (3):	_____

**\*chart string provided will not be used for initial disbursement of funds\***

Building name and address where the funds will be located:		Room Number:	
Describe how the funds will be secured: (locked, fireproof, etc.)			Requested Dollar Amount:
Authorizer's Name (Please Print):	Title:	Org/Dept:	Phone No.
Authorizer's Signature:	Date:	The authorizer certifies that the request for a Petty Cash Fund is for the purpose of College business and is in compliance with Dartmouth policies and procedures.	
Custodian's Signature:	Date:	I have read, understand, and will adhere to the Petty Cash Fund policy. I further acknowledge that as Custodian, I will be <b>personally liable</b> for the amount of fund.	

Controller's Office Approval:	GL Chart String: 13.001.909000.910000.0000.1082	Amount Disbursed:
Cashier's Initials: _____ OnBase Request# _____ Date: _____		

## **THE OPERATION OF THE FUND**

1. The Petty Cash Fund Custodian must be a regular, full-time employee of the College. The custodian and the amount of the fund must be approved by the Org or Department Head using the Request for New Petty Cash Fund Form. A copy of this form must be on file in the Cashier's Office with original signatures. At the time the fund is established the Custodian is required to sign the Request for New Petty Cash Fund Form, acknowledging that the instructions are understood. Please note that the Custodian is **personally liable** for the amount of the fund.

**Initials:** \_\_\_\_\_

2. All expenditures from the fund must be supported by original receipts obtained from the company or individual to whom the money was paid. These supporting documents must reflect the date, amount, and details of the item(s) purchased.

**Initials:** \_\_\_\_\_

3. The custodian should have on hand at all times, supporting expenditure documents plus cash in an amount equal to the original amount of the Petty Cash Fund issued. The Petty Cash Fund should be examined and balanced periodically by a person independent of the cash handling function.

**Initials:** \_\_\_\_\_

4. To replenish the Fund, the Custodian must prepare a Petty Cash Replenishment form itemizing the amount of replenishment. The Petty Cash Replenishment form, together with all supporting expenditure documents is sent to the Cashier's office for reimbursement. The Petty Cash Replenishment must be made payable to the Custodian and should be approved by an **authorized** approver other than the custodian. In most cases, the authorized approver is the Custodian's Supervisor. The Custodian will receive a check or direct deposit equal to the amount of expenditure documents thus bringing the cash balance of the fund back to its original amount.

**Initials:** \_\_\_\_\_

5. Upon termination or transfer of the Custodian, or in circumstances where the fund is no longer required, the fund must be closed by returning the full amount of the Fund to the Cashier's office. If it is required that the fund be re-established, a new Custodian must be designated by use of the Request for New Petty Cash Fund Form in accordance with Number 1 above.

**Initials:** \_\_\_\_\_

6. The Custodian is responsible for replenishing the account when a Petty Cash Fund runs low. Replenishment with submission of receipts must be done at least every three months.

**Initials:** \_\_\_\_\_

## **OTHER PERTINENT INFORMATION**

1. All Petty Cash Funds are subject to unannounced audit by personnel in the Controller's Office or the College's external auditors.

**Initials:** \_\_\_\_\_

2. At no time should monies from the Petty Cash Fund be commingled with change funds or other funds, etc.

**Initials:** \_\_\_\_\_

3. Petty Cash Funds should be afforded adequate safeguards against theft. In most instances, this means the funds should be stored when not in use, in safes that cannot be easily removed from the premises.

**Initials:** \_\_\_\_\_

4. Misuse of the Petty Cash Fund will result in the fund being closed and future Petty Cash Fund privileges will be revoked.

**Initials:** \_\_\_\_\_

5. Petty Cash Funds should **NEVER** be used for items listed in the Petty Cash Fund Policy.

**Initials:** \_\_\_\_\_

6. In the event of theft of Petty Cash Funds, contact the Department of Safety & Security and the Cashier's Office immediately, to file a report. A copy of the theft report attached to the Petty Cash Replenishment form can be submitted as a receipt.

**Initials:** \_\_\_\_\_

7. The responsible Org or Department must notify the Cashier's Office via the use of the Request for New Petty Cash Fund Form when there is a change to the Petty Cash Fund. These changes may include a change in the location of the funds.

**Initials:** \_\_\_\_\_