Policy 2.135
General Petty Cash

Responsible Official: VP for Finance
Administering Division/Department: Controller’s Office
Effective Date: September 1, 2008
Last Revision: August 3, 2009

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I. Overview

Petty Cash covers authorized departmental expenses that are frequent and common (e.g. refreshments, office supplies, parking). Emory University encourages departments to minimize use of Petty Cash to the extent possible and to use instead Emory Marketplace.

The Controller’s Office is responsible for the implementation of this policy.

II. Applicability

This policy applies to all departments within the University.

III. Policy Details

With approval by the Controller’s Office, departments may establish a General Petty Cash Fund by submitting a General Petty Cash Fund Request or Change Form. The amount of each General Petty Cash Fund is not related to the department’s overall budget.

On an annual basis, each department must confirm with the Controller’s Office the details of their General Petty Cash Fund account (i.e., the balance, account number, names of Custodians, and confirmation that the Custodians will follow the established guidelines on use of such accounts).

Custodians may replace/replenish expended funds by submitting a Replenishment Request Form (original form and receipts attached).

Custodians may request an increase in the Fund limit by submitting Petty Cash Request Change form.

Failure to properly manage the fund may result in disciplinary action up to and including legal action and/or termination.
IV. Definitions

*Custodian*: Custodians must accept complete responsibility for the safekeeping and management of the General Petty Cash Fund. Custodians must be regular, direct Emory employees (i.e., Custodians may not be temporary employees, contractors, students, or employees of partnership organizations). Custodians apply via the Participant Stipend Fund Request or Change Form. Primary Custodian Number 1 as listed on the form is considered to have primary responsibility for communicating with the Controller’s Office. This custodian is also the payee for checks issued for the Fund. There must be at least two custodians for each Petty Cash Fund.

V. Related Links and Resources

- Current Version of This Policy: [http://policies.emory.edu/2.135](http://policies.emory.edu/2.135)
- Controller’s Office: [https://www.finance.emory.edu/external/deptpages/ctrl/index.cfm](https://www.finance.emory.edu/external/deptpages/ctrl/index.cfm)

VI. Contact Information

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<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Cash</td>
<td>Controller’s Office</td>
<td>404.727.6080</td>
<td><a href="mailto:ctrl@emory.edu">ctrl@emory.edu</a></td>
</tr>
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VII. Revision History

August 2009 Changes to the custodian requirement.

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