



## Petty Cash Funds

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### Policy Statement

This policy establishes the proper uses and administration of petty cash funds. When other disbursement methods cannot be used, petty cash funds can provide cash to local units to cover minor expenses, such as reimbursement of staff members and visitors for small expenses like such as taxi fares, postage, office supplies, generally not to exceed \$50; petty cash may also be used for human subject payments of \$100 or less. The University requires each petty cash fund to have an approved Custodian, who documents expenditures, keeps receipts, and safeguards the funds. Wherever possible, local units should use other disbursement methods (i.e., HCOM, PCard) instead of petty cash.

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### Reason for Policy

Petty cash funds provide a convenient way to pay for small expenses, but keeping cash in any office entails risk of misuse or theft. This policy provides procedures designed to mitigate these risks.

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### Who Must Comply

All Harvard University schools, tubs, local units, Affiliate Institutions, Allied Institutions and University-wide Initiatives must comply.

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### Procedures

1. **Understand appropriate uses of petty cash.** Petty Cash is usually the mechanism of last resort to access cash for payments, when other disbursement methods are impractical or cannot be used. Petty cash funds must not to be used as an operating fund, i.e., to pay invoices for goods or services, to pay salaries or wages, or to make advances or loans. Petty cash accounts may be used to make cash payments to human subjects in accordance with the [Human Subject Payment policy](#).
  - A. Typically, units should use petty cash accounts to fund ongoing human subject payments for projects that last longer than six months, and a Short-Term Operating Advance (STOA) for projects that last less than six months. See the [Short-Term Operating Advances Policy](#) for more information.
  - B. Business units should evaluate their business needs and limit the petty cash account to the lowest amount that will meet those needs. *Generally*, Harvard recommends that the balance of a petty cash account used for minor office expenses should not exceed \$500; petty cash funds used for human subject payments or other unique programmatic purposes may be higher depending on a department's specific needs, subject to Tub Finance Office approval.
2. **Designate a petty cash fund Custodian.**
  - A. Each fund must have a Custodian approved by the financial dean or equivalent (or designee). New Custodians and changes of Custodians must be documented on a Petty Cash Action Form and approved by the financial dean or equivalent (or designee).
  - B. Custodians must be Harvard employees.



### 3. Establish the petty cash account.

- A. To establish a petty cash account, business units must submit a Petty Cash Action Form signed by the Financial Dean or equivalent (or designee) and a Payment Request in HCOM to fund the petty cash account. Business units should attach the signed Petty Cash Action Form to their Payment Request as supporting documentation.
- B. Before completing the payment request (using object code 0013), preparers should contact their Tub Finance Office to determine if their tub has a designated Petty Cash approver. When completing a Payment Request using object code 0013, HCOM will populate with the preparer's default approver; if the preparer's tub has a designated Petty Cash Approver, the preparers should manually change their default approver on this Payment Request to the designated Petty Cash Approver. HCOM will then automatically build an approval path that all the way up to Strategic Procurement for final approval.
- C. University Accounts Payable cuts checks to designated Custodians upon receipt of a Payment Request with an attached Petty Cash Action Form signed by the Financial Dean or equivalent (or designee). The check request is cut in the standard AP check process and is delivered by mail services to the Custodian's departmental address.
- D. To simplify account reconciliation when there is more than one petty cash account in an org, units should distinguish between petty cash accounts by using other unique identifying chart values, such as an activity or subactivity value.

### 4. Safeguard the cash.

- A. Keep petty cash funds in a secure area such as a locked drawer or small safe.
- B. Ensure segregation of duties. Custodians should not self-approve replenishments or other changes to the petty cash account.
- C. Reconcile the log of petty cash expenses to the amount in the cash box at least quarterly, or monthly if the petty cash account is associated with sponsored funds.
- D. In the event of theft, the Custodian should notify his/her immediate superior as well as the University Police.

### 5. Document expenditures and replenish funds.

- A. The local business unit Custodian is responsible for maintaining:
  - a. A log of expenses on a Petty Cash Reconciliation and Request for Replenishment Form
  - b. Receipts for each transaction, which may be subject to review by Risk Management and Audit Services.
- B. 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 quarterly. If sponsored funds have been used, replenishment must be done monthly.
- C. When petty cash funds are replenished, the total of the replenishment form cannot exceed the full balance of the fund.

6. **Evaluate need for petty cash account annually.** At least once per year, departments must re-examine whether the petty cash account is still required to meet the department's business needs, or if



alternative disbursement methods could suffice. Petty cash funds should be active. Inactive funds should be terminated by local units. Funds are considered inactive if they have no activity during a fiscal year.

- 7. See the Detailed Procedures in Appendix A** for step by step instructions on how to open, replenish and close a petty cash fund, change the amount of a petty cash fund or change a Custodian.

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## Responsibilities and Contacts

**Tub financial deans or equivalent tub financial officers** (or designees) are responsible for ensuring that local units abide by this policy and the accompanying procedures, and for approving Petty Cash Action Forms.

**Tubs** are responsible for approving payment requests submitted to fund new petty cash accounts before the request is routed to Central Administration for final approval. In some tubs, these duties are performed at the Tub Finance Office and in others at the departments. Contact your Tub Finance Office for guidance.

**Local units** are responsible for deciding to establish a petty cash account and choosing a Custodian, weighing the relative risks and benefits involved. Units are responsible for collecting any required information and for completing and submitting all required forms, for ensuring that Custodians are performing their duties, and for collecting any unused funds from Custodians.

**Strategic Procurement** is responsible for ensuring that payment requests submitted to fund petty cash accounts have an attached approved Petty Cash Action Form and for final approval of properly submitted payment requests. **Contact:** *William Shanker, (617) 496-3335 or [william\\_shanker@harvard.edu](mailto:william_shanker@harvard.edu)*

**University Accounts Payable** is responsible for processing vendor set ups and for processing the Payment Requests that fund petty cash accounts. **Contact:** *(617) 495-8500 or [ap\\_customerservice@harvard.edu](mailto:ap_customerservice@harvard.edu)*.

**Cash Receipts Office** accepts Credit Vouchers from tubs to process unused funds and credits to the appropriate petty cash object code as recorded on the Credit Voucher. **Contact:** *[cash\\_receipts@harvard.edu](mailto:cash_receipts@harvard.edu), Cash Receipts Office, 1033 Mass. Ave., 2<sup>nd</sup> Floor.*

**Petty Cash Custodians** are responsible for ensuring that petty cash expenses are appropriate and in accordance with University and local policies, disbursing cash from a petty cash account, documenting expenditures and keeping receipts, reconciling the account quarterly (monthly, if sponsored funds are used), replenishing the account, and generally safeguarding the cash.

**Risk Management and Audit Services** is responsible for performing periodic audits on petty cash accounts. **Contact:** *617-495-3642 or <http://rmas.fad.harvard.edu/>*

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## Definitions

**Custodian:** an approved Harvard University employee who is responsible for management of local unit's petty cash account.



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## Related Resources

Petty Cash Reconciliation and Request for Replenishment: <http://able.harvard.edu/links/form-groups/ap>

Human Subject Payments policy: <http://policies.fad.harvard.edu/pages/human-subject-payments>

Short-Term Operating Advances policy: <http://policies.fad.harvard.edu/short-term-operating-advances>

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## Revision History

3/1/2016: Added guidance for when to use a Petty Cash Account for human subject payments versus when to use a Short-Term Operating Advance (STOA); created Petty Cash Action Form; lowered recommended operating account balance to \$500; transferred responsibility for funding new accounts and closing accounts to the tubs, updated procedures; added Appendix A: Detailed Procedures for Petty Cash Funds, Appendix B: Petty Cash Action Form, and Appendix C: Petty Cash Reconciliation and Replenishment Form

6/30/2013: updated format and recommended dollar limits

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## Appendices

**Appendix A:** Detailed Procedures for Petty Cash Funds

**Appendix B:** Petty Cash Action Form

**Appendix C:** Petty Cash Reconciliation and Replenishment Form

## APPENDIX A

### Detailed Operating Procedures for Petty Cash Funds

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#### ❖ OPENING A PETTY CASH FUND

- Complete a Petty Cash Action Form.
- Complete the “Required Information for All Actions” section.
- Check the box for “Open a New Petty Cash Fund” and complete that section.
- The designated Custodian of the new fund must sign and date the “New Custodian Certification” at the bottom of the Petty Cash Action Form.
  
- To fund the account, the requestor must prepare a Payment Request in HCOM to request a check, which the Custodian must cash to fund the account. The completed and signed Petty Cash Action Form will serve as the invoice when the check is requested via HCOM.
- Before preparing the Payment Request to fund the account, the requestor must go into Oracle to determine if the Custodian exists as a vendor.
  - In Oracle, do a vendor lookup to see if the named Custodian of the fund already exists
    - Go to Vendor Inquiry
    - Name: PETTY CASH
    - Supplier Site: [CUSTODIAN’S NAME] ]If the Custodian already exists, check to make sure the Custodian’s address is the same as the office address on the Petty Cash Action Form
  - If the Custodian does not already exist, add the Custodian via Oracle Vendor Setup. The setup should include:
    - For Address line 1: OR [CUSTODIAN’S NAME]
    - For Address line 2: [CUSTODIAN’S OFFICE ADDRESS]
  - If the Custodian does exist but the address is not the same as that on the Petty Cash Action Form, add a new site via Oracle Vendor Setup.
    - For Address line 1: OR [CUSTODIAN’S NAME]
    - For Address line 2: [CUSTODIAN’S OFFICE ADDRESS]
- The requestor must create an Oracle payment request in HCOM once the Custodian has been set up as a vendor.
- Before completing the payment request, contact your Tub Finance Office to determine if your tub has a designated Petty Cash approver
- Go to HRVD^IPROUREMENT
  - Create Payment Request
    - Supplier: PETTY CASH
    - Site: [CUSTODIAN’S NAME]
    - Business Purpose: New Petty cash fund [CUSTODIAN’S NAME]

- Payment Amount: Total of the full General Ledger balance of petty cash fund (i.e., the full amount of the petty cash fund, before any expenses are paid from it)
  - Item Description: This defaults to the same information as is in the Business Purpose field
  - Requisition Description: New Petty Cash Fund [CUSTODIAN'S NAME]
  - Charge Code: Tub-org-0013-xxxxxx-xxxxxx-xxxx-00000
  - Note to Approver: New Petty Cash Fund [CUSTODIAN'S NAME]
  - When completing a Payment Request using object code 0013, HCOM will automatically populate with the preparer's default approver. If the preparer's tub has a designated Petty Cash Approver, the preparer should manually change the default approver on this Payment Request to their Tub's designated Petty Cash Approver. HCOM will then automatically build an approval path all the way up to Strategic Procurement for final approval.
- Attach a copy of the completed and signed Petty Cash Action Form as invoice to the Payment Request

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#### ❖ **PAYING EXPENSES FROM A PETTY CASH FUND**

- Use petty cash to pay or reimburse for small operating expenses, such as visitor parking or taxi expenses. Human subject payments of \$100 or less are also acceptable uses of petty cash funds.
- The Custodian pays cash to a person presenting an appropriate invoice or expense receipt.
- The Custodian keeps the receipt, marks it "Paid," and records the amount and description of expense and the person receiving the cash in the petty cash log.
- At least quarterly, or sooner if enough expenses have been paid from the petty cash fund so that the amount of cash remaining runs low, the Custodian must replenish the funds and record the expenses in the General Ledger. See the next section, "REPLENISHING A PETTY CASH FUND" for detailed instructions on how to replenish a petty cash fund.

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#### ❖ **REPLENISHING A PETTY CASH FUND**

- Reconcile the account: the total of all the receipts plus the remaining cash must equal the full General Ledger balance of the petty cash account.
- Fill out the Replenishment Form ([see Appendix C](#)) with the coding for the expenses paid from the petty cash fund that now needs to be replenished.
- Sign and date the Replenishment Form
- An Oracle payment request in HCOM needs to be generated.
  - Go to HRVD^IPROUREMENT
  - Create Payment Request
    - Supplier: PETTY CASH
    - Site: [CUSTODIAN'S NAME]Business Purpose: To replenish Petty Cash Fund [CUSTODIAN'SNAME]

- Business Purpose: Replenish Petty cash fund [CUSTODIAN'S NAME]
- Payment amount: Total amount of the replenishment of the petty cash fund.
- Item Description: This defaults to the same information as is in the Business Purpose field. What is entered here will show on the Detail Listing report it should include the information you need to describe the expense.
- Requisition Description: Replenish Petty cash fund [CUSTODIAN'S NAME]
- Charge Code: This should be the coding for the expenses from the Petty Cash log.
- There are a number of fields that are optional in this process. They are:
  - ◆ Asset Tag Number
  - ◆ Line Level Notes
  - ◆ Note to Approver
  - ◆ Note to Supplier
  - ◆ Vendor Justification/Debarment Certificate
- Note to Approver: New Petty Cash Fund [CUSTODIAN'S NAME]

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#### ❖ INCREASING A PETTY CASH FUND AMOUNT

- The requestor must complete and get required signatures on a Petty Cash Action Form.
- Check the box for “Change Amount of a Petty Cash Fund” and check the appropriate box to indicate that the change is an increase, and complete the rest of the section.
- Before completing the payment request, contact your Tub Finance Office to determine if your tub has a designated Petty Cash Approver
  
- The requestor must create an Oracle payment request in HCOM to fund the increase in the account.
  - Create Payment Request
    - Supplier: PETTY CASH
    - Site: [CUSTODIAN'S NAME]
    - Business Purpose: Increase to Petty Cash Fund [CUSTODIAN'S NAME] from \$xxx.xx to \$xxx.xx
    - Payment: Amount of the increase to the petty cash fund being requested
    - Item Description: This defaults to the same information as is in the Business Purpose field
    - Requisition Description: Increase to Petty Cash Fund [CUSTODIAN'S NAME] from \$xxx.xx to \$xxx.xx
    - Charge Code: Tub-org-0013-xxxxxx-xxxxxx-xxxx-00000
    - Note to Approver: Increase to Petty Cash Fund [CUSTODIAN'S NAME]
- When completing a Payment Request using object code 0013, HCOM will automatically populate with the preparer's default approver. If the preparer's tub has a designated Petty Cash Approver, the preparer should manually change the default approver on this Payment Request to their Tub's designated Petty Cash Approver. HCOM will then automatically build an approval path all the way up to Strategic Procurement for final approval.
- Attach a copy of the completed and signed Petty Cash Action Form as invoice

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## ❖ DECREASING A PETTY CASH AMOUNT

- The requestor must complete and get required signatures on a Petty Cash Action Form. Check the box for “Change Amount of a Petty Cash Fund” and check the appropriate box to indicate that the change is a decrease.
  - Use a Credit Voucher if you are returning cash to reduce the petty cash fund to the desired level.
    - Prepare a [Credit Voucher](#) using the coding string that the fund was originally set up with – Tub-Org-0013-000000-XXXXXX-XXXX-0000.
      - ◆ **This coding must be confirmed to ensure the actual coding string of the petty cash General Ledger account balance is credited.**
      - ◆ The object code should always be 0013-CO^Petty Cash.
      - ◆ In the Line Description field write “To decrease petty cash fund – Custodian [Name]”.
    - If the tub prefers to avoid depositing cash, the Custodian of the petty cash fund can write a personal check for the cash amount and deposit the check on a Credit Voucher the same way as a cash deposit is made. In this case, the Custodian would keep the cash.
  - If the fund is being reduced with the charges on a Replenishment Form:
    - Prepare a journal voucher to charge the expenses paid from the petty cash fund
    - Debit the appropriate coding string for the expenses. The line description should indicate what the expense was for and should not include any reference to the petty cash fund reduction. This is particularly important if the expense is being charged to a sponsored fund.
    - Credit the coding string used when the petty cash fund was originally set up: tub-org-0013-000000-XXXXXX-XXXX-0000. The object code should always be 0013-CO^Petty Cash. In the Line Description field on the journal put “Reduce Petty Cash fund – Custodian XXXXXX from \$XXX to \$XXX.

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## ❖ CHANGING THE CUSTODIAN ON A PETTY CASH FUND

- The requestor must complete and get required signatures on a Petty Cash Action Form. Complete a Petty Cash Action Form and check the appropriate box to indicate that the requested action is “Change Custodian.”
- **A petty cash account must be reconciled before changing Custodians.** The instructions for reconciling the fund when changing custodians are the same as those for when you are closing a fund. (See below for instructions.)
- The requestor must go into Oracle to determine if the new Custodian exists as a vendor.
  - In Oracle do a look up to see if the newly-named Custodian of the fund already exists
    - In Vendor Inquiry look up PETTY CASH in the Name field
    - In the Supplier Site field insert the Custodian’s name
    - If the Custodian exists, check to make sure the Custodian’s address is the same as the office address on the Petty Cash Action Form



- If the newly-named Custodian does not already exist, request that Vendor Hotline adds the Custodian. The setup should include:
  - For Address line 1: OR [CUSTODIAN’S NAME]
  - For Address line 2: [CUSTODIAN’S OFFICE ADDRESS]
- If the newly-named Custodian does exist but the address is not the same as that on the Petty Cash Action Form, add a new site via Vendor Setup
  - For Address line 1: OR [CUSTODIAN’S NAME}
  - For Address line 2: [CUSTODIAN’S OFFICE ADDRESS]
- **The new Custodian must sign the New Custodian Certification at the bottom of the Petty Cash Action Form**

#### ❖ CLOSING A PETTY CASH FUND

- **If the cash remaining is equal to the full General Ledger balance of the Petty Cash Fund**
  - Prepare a [Credit Voucher](#) using the coding string that the fund was originally set up with – Tub-Org-0013-XXXXXX-XXXXXX-XXXX-00000.
    - **This coding must be confirmed to ensure the actual coding string of the petty cash General Ledger account balance is credited.**
    - The object code should always be 0013-CO^Petty Cash.
    - In the Line Description field write “To close petty cash fund – Custodian [Name]”.
  - Deliver the cash and the Credit Voucher form to the Cash Receipts Office.
  - If the tub doesn’t want to deal with depositing cash, the other option is for the Custodian of the petty cash fund to write a personal check and deposit the check on a Credit Voucher the same way as a cash deposit is made. In this case, the Custodian would keep the cash.
- **If there are cash to be re-deposited and expenses to be recorded**
  - The cash to be deposited plus the expenses to be recorded must equal the full General Ledger balance of the petty cash account.
  - Prepare a Credit Voucher using the coding string that the fund was originally set up with – Tub-Org-0013-XXXXXX-XXXXXX-XXXX-0000.
    - **This coding must be confirmed to ensure the actual coding string of the petty cash General Ledger account balance is credited.**
    - The object code should always be 0013-CO^Petty Cash.
    - In the line description field write “To close petty cash fund – Custodian [Name].”
  - If the tub prefers to avoid depositing cash, another option is for the Custodian of the petty cash fund to write a personal check for the cash amount and deposit the check on a Credit Voucher the same way as a cash deposit is made. In this case, the Custodian keeps the cash.
  - Prepare a Journal Voucher to charge the remaining expenses paid from the petty cash fund
    - Debit the appropriate coding string for the expenses: tub-org-object-fund-activity-sub-root. The line description should indicate what the expense was for and should not include any reference to the petty cash closure, for example,

“Subject payments for 12/15/15.” This is particularly important if the expense is being charged to a sponsored fund.

- Credit the coding string that the petty cash fund was originally set up with – tub-org-0013-XXXXXX-XXXXXX-XXXX-00000.
  - ◆ **This coding must be confirmed to ensure the actual coding string of the petty cash General Ledger account balance is credited.**
  - ◆ The object code should always be 0013-CO^Petty Cash.
  - ◆ In the line description field write “To close petty cash fund – Custodian [Name].”

➤ **If there are only expenses to be recorded**

- Prepare a Journal Voucher to charge the expenses paid from the petty cash fund
  - Debit the appropriate coding string for the expenses: tub-org-object-fund-activity-sub-root. The line description should indicate what the expense was for and should not include any reference to the petty cash closure, for example, “Subject payments for 12/15/15.” This is particularly important if the expense is being charged to a sponsored fund.
  - Credit the coding string used when the petty cash fund was originally set up: tub-org-0013-000000-XXXXXX-XXXX-00000.
    - ◆ **This coding must be confirmed to ensure the actual coding string of the petty cash General Ledger account balance is credited.**
    - ◆ The object code should always be 0013-CO^Petty Cash.
    - ◆ In the line description field write “To close petty cash fund – Custodian [Name].”

➤ **When closing a petty cash fund, the Custodian must prepare a final reconciliation of the remaining items – cash and/or expenses to be charged.** Once the cash has been deposited and the final expense journal has been processed, if there is still a balance in the petty cash account (that is, the amount of cash and/or expenses did not equal the full General Ledger balance of the petty cash fund), the Custodian must process a journal entry to account for that difference.

- Petty cash fund write offs should generally be charged/credited to unrestricted (UU or UD) funds.
- If the amount of the petty cash fund is **more than** the total of the cash and/or expenses to be charged then a journal voucher entry needs to be made:
  - Debit an appropriate coding string using object code 7765 (Fund balance write off): tub-org-7765-fund-activity-sub-root. The line description on the journal should read “Write off of petty cash fund to tub-org-0013-000000-xxxxxx-xxxx-00000 – Custodian [Name]”.
  - Credit the petty cash fund coding: tub-org-0013-000000-XXXXXX-XXXX-00000.
    - ◆ **This coding must be confirmed to ensure the actual coding string of the petty cash General Ledger account balance is credited.**
    - ◆ The object code should always be 0013-CO^Petty Cash.

- ◆ This line description should read “Petty cash fund write off to *tub-org-7765-fund-activity-sub-root.*” This coding string is the coding from the debit entry.
- If the amount of the petty cash fund is **less than** the total of the cash and/or expenses to be charged then a journal entry should be made to:
  - Debit the petty cash fund coding: Tub-Org-0013-000000-XXXXXX-XXXX-00000.
    - ◆ **This coding must be confirmed to ensure the actual coding string of the petty cash General Ledger account balance is credited.**
    - ◆ The object code should always be 0013-CO^Petty Cash.
    - ◆ This line description should read “Petty cash fund write off to *tub-org-7765-fund-activity-sub-root.*” This coding string is the coding from the credit entry.
  - Credit an appropriate coding string using object code 7765 (Fund balance write off): Tub-Org-7765-Fund-Activity-Sub-Root. The line description on the journal should read “Write off of petty cash fund to tub-org-0013-000000-xxxxxx-xxxx-00000 – Custodian [Name]”.

#### ❖ RECONCILING THE PETTY CASH FUND BALANCES BY TUB/ORG COMBINATION TO THE GENERAL LEDGER

- When reconciling a petty cash fund, the tub should validate that the total of all the unprocessed petty cash log receipts plus the remaining cash in the fund equals the General Ledger balance of the petty cash fund (Tub-org-0013-xxxxxx-xxxxxx-xxxx-00000). Any discrepancy is a fund balance write off and should be coded in the following way:
  - **When there is a shortage of cash in the fund:**
    - DR Tub-org-7765-XXXXXX-XXXXXX-XXXX-XXXX
    - CR Tub-org-0013-XXXXXX-XXXXXX-XXXX-00000
  - **When there is an overage of cash in the fund:**
    - DR Tub-org-0013-XXXXXX-XXXXXX-XXXX-00000
    - CR Tub-org-7765-XXXXXX-XXXXXX-XXXX-XXXX
- If a petty cash fund is out of balance multiple times, it could indicate the need for more familiarity with the Petty Cash Policy and these procedures, greater care in record keeping, or potential fraud. Departments should review cases of repeated out of balance petty cash funds.
- **Petty cash fund balances must be reconciled to the General Ledger:**
  - For non-sponsored petty cash accounts: quarterly
  - For sponsored petty cash funds: monthly; and **complete final reconciliation of the remaining items before the sponsored account end date.**
  - When replenishing a petty cash fund
  - Before changing the custodian of an established petty cash fund
  - When the petty cash fund is being closed



Appendix B
PETTY CASH ACTION FORM

Payment Request # \_\_\_\_\_
(for new accounts and increases)

REQUIRED INFORMATION FOR ALL ACTIONS (review Petty Cash Policy and Detailed Procedures first):

Tub Number: \_\_\_\_\_ Tub Name: \_\_\_\_\_ Date: \_\_\_\_\_
Org Number: \_\_\_\_\_ Org Name: \_\_\_\_\_
Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_
Dept/Program Name (optional): \_\_\_\_\_

CHECK ALL ACTIONS THAT APPLY:

[ ] OPEN A NEW PETTY CASH FUND - Custodian must be set up as a vendor if not already set up
Amount of petty cash fund to be opened: \_\_\_\_\_
Business purpose for the petty cash account: \_\_\_\_\_
If purpose is for Human Subjects payments, please provide projected end date: \_\_\_\_\_
Custodian Name: \_\_\_\_\_ Custodian HUID: \_\_\_\_\_
Custodian Office Address: \_\_\_\_\_

[ ] CLOSE A PETTY CASH FUND - Final detailed reconciliation must be attached
Reason for closing of account: \_\_\_\_\_
A: \_\_\_\_\_ Total amount expenses to be recorded via journal
B: \_\_\_\_\_ Total amount of cash/check to be deposited
A + B: \_\_\_\_\_ Total amount of petty cash fund (must equal full original amount of fund)

[ ] CHANGE AMOUNT OF A PETTY CASH FUND (check one): [ ] INCREASE [ ] DECREASE
Original amount of petty cash fund: \_\_\_\_\_
New amount of petty cash fund: \_\_\_\_\_
Reason for change: \_\_\_\_\_

[ ] CHANGE CUSTODIAN - Account must be reconciled before changing Custodians AND new Custodian must be set up as a vendor if not already set up
Name of current Custodian: \_\_\_\_\_ HUID of current Custodian: \_\_\_\_\_
Office address of current Custodian: \_\_\_\_\_
Name of new Custodian: \_\_\_\_\_ HUID of new Custodian: \_\_\_\_\_
Office address of new Custodian: \_\_\_\_\_

[ ] NEW CUSTODIAN CERTIFICATION: By checking this box, I, the undersigned custodian, certify that these funds will be spent for legitimate Harvard business purposes, and that I will fulfill all Custodian responsibilities as outlined in the Petty Cash Policy.

Custodian Signature (required for all actions) Date

Signature of Local (Department/Unit) Approver (required for all actions) Date

Signature of Financial Dean or Designee (required for all actions) Date

Departments should send completed, signed forms to their Tub Finance Offices for final approval. This form must be scanned and attached electronically to Payment Requests that fund or increase petty cash accounts; for other actions, Tub Finance Offices retain a paper or scanned copy of this original form.



DEPARTMENT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

Payment Request Number \_\_\_\_\_

	BUSINESS PURPOSE (i.e., who, what, where, when, why)	CASH RECEIVED BY	DATE	AMOUNT <sup>1</sup>	CR X	TUB	ORG	OBJ	FUND	ACTV	SUBACT	ROOT
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

ITEM B BELOW MUST BE COMPLETED AND

TOTAL (A + B) MUST AGREE TO AMOUNT OF PETTY CASH FUND

CUSTODIAN	Print Name		\$ -	A: TOTAL DISBURSEMENTS FOR WHICH REPLENISHMENT IS REQUESTED
	Signature			
APPROVER	Print Name		\$ -	B: BALANCE OF CASH ON HAND TOTAL (A + B): MUST EQUAL TOTAL AMOUNT OF PETTY CASH FUND <sup>2</sup>
	Signature			

<sup>1</sup> Enter CREDIT amounts (e.g., petty cash repayments) as a negative number

<sup>2</sup> The total of amount of the replenishment requested (A) plus the balance of cash on hand (B) must equal the amount allowed for the petty cash fund (this should also be the petty cash account General Ledger balance).