

Vanderbilt University Finance

Revising Petty Cash/Change Drawer Fund Instructions

- 1) Read the Petty Cash Policy and Procedures located at <https://finance.vanderbilt.edu/policies/index.php>
- 2) Reconcile the petty cash/change fund **before** requesting any revision to the fund. This will establish the status of the fund before any necessary changes take place. The Reconciliation Worksheet can be found at <https://finance.vanderbilt.edu/procedures-forms/index.php>. The custodian should keep a copy of the reconciliation with their records.
- 3) Fill out the Revise Existing Petty Cash/Change Drawer Fund Form on the next page.
- 4) The form must be signed and dated by the Custodian, Financial Unit Manager and Business Entity approver.
- 5) Upon completion, email the reconciliation worksheet and revision form to Finance@vanderbilt.edu
- 6) **To decrease funds:**
 - a) Return any cash to your department's individual responsible for depositing cash.
 - b) Return any unreimbursed expenses receipts to your business entity approver (BEA).
 - c) Have your BEA prepare a journal entry to relieve (credit) the petty cash fund (440.05.44410.1070.000.000.000.0.0) and charge the applicable COA for the expenses.
 - d) Write the COA number to be charged on each unreimbursed receipt in order for your BEA to properly record them to the general ledger. **Note:** only petty cash funds will have receipts as purchases from a change fund are prohibited.
 - e) Email copy of external cash spreadsheet reflecting accounting for the deposit of funds back with University Bank.
- 7) **To increase funds:**
 - a) Create a Non-PO payment request in oracle and charge COA 440.05.44410.1070.000.000.000.0.0.
 - b) Attach the revision form and reconciliation worksheet to the Non-PO request.

Vanderbilt University Finance

Revise Existing Petty Cash/Change Drawer Fund

(1) Date: _____

(2) Department Name: _____

(3) Revision request for (check one): Change Fund ☐ OR Petty Cash Fund ☐

(4) Change Requested:

A. Change fund amount: From \$ _____

To \$ _____

B. Custodian From: _____

To: _____

C. Is the fund reconciled per the Reconciliation Worksheet?

Yes ☐

No ☐

(5) Reason for requested change:

Signatures:

I accept responsibility for safeguarding the above stated cash fund. Additionally I have read and understand the policies and procedures regarding the petty cash /change drawer fund located on the Vanderbilt University Finance website.

Custodian: _____

Date _____

Financial Unit Manager: _____

Date _____

Business Entity Approver: _____

Date _____

For Vanderbilt University Finance Use:

Approved by: _____

Date: _____