



Mail To:
 Accounts Payable
 Wilshire Center 5th floor
 Mail code 143348

Petty Cash Fund Replenishment Request

Date: BruinBuy/PAC#:

Custodian: PCF#: Original Amount of PCF

FAU: Amount Requested:

Loc-Account /CC-Fund Proj Sub -Object

Petty cash disbursements (supported by attached itemized lists and receipts) should be charged to the account/fund shown above.

RECONCILIATION

CASH ON HAND:

Coin:

Currency:

Total Cash:

DISBURSEMENTS:

Receipts Attached:

Requested Reimbursement(s):

{not received}

Total Disbursements:

TOTAL CASH AND DISBURSEMENTS:

Less: Authorized Amount of Fund:

Overage/Shortage*:

*Please explain over/short:

This certifies that I have reviewed and verified this report. All expenditures reported herein are in compliance with University policies.

Signature of Custodian

Signature of Supervisor

Print Custodian's Name Phone Number

Print Supervisor's Name

It is required that this Reconciliation is completed in order to process the reimbursement request.

PETTY CASH REPLENISHMENT

Each custodian is assigned a Petty Cash Fund (PCF) number and dollar limit by General Accounting. It is the responsibility of the custodian to request replenishment of the fund by following the instructions below. Please allow 1 week to generate the check for replenishment.

Accounts Payable (AP) is only responsible for **replenishing** the petty cash for campus departments. All requests for establishment, reduction, increase, variances or closure should be addressed to General Accounting.

How to Request a Petty Cash Replenishment:

Task	Steps
<p>1. Create a BruinBuy/ PAC Order Number</p>	<p>Create an N or X class of order purchase order (P.O.) using the Special Requests function in BruinBuy. The custodian's Vendor Control Key (VCK) number should be used.</p> <p>See Chapter 7 (Creating Special Requests) of the BruinBuy User Guide for more information.</p>
<p>2. Complete the Petty Cash Replenishment Form</p>	<p>Completely fill out the form including the P.O. number. Have the custodian and the custodian's supervisor sign the form (both signatures are required). The original form must be submitted (a fax or photocopy will not be accepted).</p> <p>Staple the original receipt(s) for the cash transactions to the form.</p> <p>NOTE: Receipts for transactions paid via checks, debit and credit cards are not replenished through the Petty Cash. (Reimburse the person through PAC, do not use PCF funds).</p>
<p>3. Submit the Forms</p>	<p>The form and cash transaction receipts should be submitted in an envelope addressed to the attention of the Petty Cash Representative at the address on the replenishment form (do not co-mingle with other invoices being sent to AP). Regular departmental invoices should not be included in the Petty Cash envelope. However, you may include more than one Petty Cash Replenishment Form and accompanying receipts per envelope addressed to the Petty Cash Representative.</p> <p>Note the following with regard to timelines:</p> <ul style="list-style-type: none"> • All Petty Cash replenishments are processed within 5 business days from receiving the Petty Cash Replenishment Form and original receipts by the AP Office. • Departments/custodians are responsible for cashing Petty Cash Replenishment checks in a timely manner. It is highly recommended that the check be cashed the day it is received to avoid misplacing or forgetting to cash the check.