

Record of Petty Cash Disbursements and Request for Reimbursement

For Charles River Campus

GENERAL

- 1 The total sum of the “Received of Petty Cash slips
- 2 and cash on hand must at all times equal
- 3 the authorized fund amount

Miscellaneous cash received must **not** be added to the petty cash fund. Please see the Accounting Policies and Procedures Manual for further detail.

DISBURSEMENT

The fund must **not** be used for any of the following purposes:

- Personal advances (IOU)
- Cashing checks of any kind
- Paying salaries or wages
- Personal expenses of any kind
- Travel (except local taxi & MBTA fares)
- Contributions of any kind
- Loans of any kind
- Supplies or services not of an emergency nature or which would normally be secured through the Office of Procurement.

REIMBURSEMENT

The custodian must sign all “Received of Petty Cash” slips & the “Record of Petty Cash Disbursements and Request for Reimbursement” forms. Petty Cash Custodians receiving cash must have their supervisor sign the “Received of Petty Cash” slips.

PREPARING THE RECORD OF PETTY CASH DISBURSEMENTS AND REQUEST FOR REIMBURSEMENT

- Each disbursement must be supported by a “Received of Petty Cash” slip and a vendor receipt, or other valid documentation.
- Staple vendor receipt or other valid documentation to the back of the “Received of Petty Cash” slip.
- Prepare a calculator tape of all “Received of Petty Cash” slips.

PETTY CASH FUND, DEPARTMENT, ACCOUNTING CONTROL KEY, & AMOUNT

- Enter the four digit **Petty Cash Fund Number** assigned by the Cashier's Office.
- Enter the **Department Name**
- Enter the **Accounting Control Key (ACK)** and **Debit Amount**
 - **A/U (Allowable/Unallowable)** – Facilities & Administrative Cost Recovery
This is a mandatory field. Use "A" for allowable and "U" for unallowable.
 - See <http://www.bu.edu/cfo/files/2010/07/Appendix.pdf> for further detail and instructions.

- The **Total Receipts for Reimbursement** box will be calculated automatically and must equal the total on the calculator tape of all “Received of Petty Cash” slips.
- Enter the **Balance of Cash on Hand**.
- The **Total Amount of Fund** box will be calculated automatically and must equal the authorized amount of your Petty Cash Fund

PETTY CASH FUND APPROVAL AND REIMBURSEMENT

- The Petty Cash custodian must enter their name, signature, and date.
- **Source numbers ending with 5, 6, or 7**
 - Expenses above \$1,000 charged to a restricted account with a source number ending in 5, 6, or 7 must be approved by Grant and Contract Accounting, located at 25 Buick Street before the fund can be reimbursed by the Cashier’s Office.
- The Reimbursement box is completed at the Cashier’s Office when the cash is received.

DELIVER THE COMPLETED FORM

- **Charles River Campus**
 - Cashier’s Office – 881 Commonwealth Avenue, 4th Floor
 - Petty Cash reimbursements are processed Monday – Friday from 9:00am – 3:00pm

Retain copies of the completed **Record of Petty Cash Disbursements and Request for Reimbursement** form for your records.

If you would like a validated/signed copy of this form for your records, please submit a copy to be returned to you in addition to the original.

QUESTIONS

You may contact the Cashier’s Office Monday through Friday from 9am to 5pm.

(617) 353-3896 Phone

(617) 353-2734 Fax