


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:012	Supersedes Policy Number: IV:01:07
Date: August 1, 1986	Dated: June 15, 1984
Subject: Petty Cash	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference:
Approved:  President	

Purpose and General Information

Petty cash funds are established to provide the small change necessary to conduct daily operations across the campus. These funds are for official University business purposes only and are further regulated by the Tennessee State Code. Petty cash funds of either a permanent or temporary status may be established through coordination with the Director of Business Services and approval by the University Vice President for Finance and Administration. Operation of unapproved petty cash funds on the University campus is specifically prohibited. This policy prescribes the specific procedures for controlling and safeguarding petty cash funds within the University.

Currently Approved Petty Cash Funds

Permanent:

1. Business Office
2. University Book and Supply Store
3. Games Room (University Center)
4. Library
5. Media and Duplicating Center
6. Health Services

Temporary:

1. Athletic Ticket Office (Dunn Center)
2. Continuing Education (Sexton Building)
3. Fort Campbell Center (Registration and Bookstore)

Procedures

1. No petty cash fund will be operated prior to approval by the University Business Manager.

2. Requests for approval will be accomplished on a Petty Cash Fund Authorization and Custodian Designation Form, PPM Form 4:012:a. Requests will be routed with successive coordination and approval as follows:
 - a. Activity Department Head
 - b. Director of Business Services
 - c. Business Manager
3. Each request and all approved funds will operate with a formally designated custodian who will acknowledge this responsibility by signature on the Petty Cash Fund Authorization and Custodian Designation Form. A copy of this form will remain in the custodian's personnel file until custodianship is terminated.
4. Any proposed change of custodianship will be coordinated prior to changeover through the Director of Business Services.
5. All custodian changes will be preceded by an audit of the fund.
6. Only Business Office cashiers are authorized to use petty cash funds for check cashing purposes. No tax is reimbursable through petty cash.
7. Each petty cash fund will be maintained in constant readiness for audit by Business Office personnel and the Internal Auditor.
8. All funds will be accounted for internally with a formal receipt voucher system. Use of the Subsidiary Receipt Ledgers available from the Business Office is recommended. Alternative systems must be approved by the Director of Business Services.
9. Petty Cash will be secured at all times in a container approved by the Director of Business Services. Fund custodians will maintain a formal list of those persons authorized access to the container and to the fund. Upon change by deletion of any person authorized access or once biannually the combination of the container will be changed. A copy of the combination will be hand delivered by the custodian to the Business Manager without delay when any combination is changed.
10. At any time when the fund is no longer necessary or will be inactive for a period greater than two weeks, the petty cash will be turned in to the Business Office.
11. Any overage, shortage, or loss of petty cash funds must be reported immediately to the Director of Business

Services. All unresolved shortages are further reported through the State Board of Regents to the Tennessee Comptroller's Office. In the case of apparent theft or suspected misappropriation, the Department of Public Safety will be notified also. All variances in the funds are subject to investigation by the State Comptroller's Office. (See APSU Policy Number 4:020, RESTITUTION AND/OR RECOVERY and COMMUNICATION WITH DISTRICT ATTORNEY GENERAL'S OFFICE)

12. Fort Campbell Center Fund will additionally operate in accordance with the Fort Campbell Education Center and Installation Security Regulations.

Petty Cash Fund Custodian Responsibility

Each custodian shall be:

1. Personally responsible to the University and State Board of Regents for both accountability and security of his/her fund. This responsibility includes:
 - a. Periodic audit.
 - b. Controlling the access of others to the petty cash container.
 - c. Insuring that a system of vouchers or receipts is utilized.
 - d. Controlling combinations to the container.
 - e. Absolute accountability for the cash.

Each custodian shall be responsible for:

2. Coordinating any changes in the fund or its custodianship with the Director of Business Services.
3. Maintaining the fund in a continual state of preparedness for audit.
4. Reporting any discrepancies immediately to the Director of Business Services.
5. Preventing unauthorized use of the fund.
6. All checks accepted must be deposited with the Business Office Cashier within 72 hours (3 business days).

AUSTIN PEAY STATE UNIVERSITY
PETTY CASH FUND AUTHORIZATION AND CUSTODIAN DESIGNATION

Petty Cash Fund _____ Location _____

Designated Custodian _____

Effective Date _____

Amount _____

Measures taken to safeguard these funds (locked safe, metal box, etc.)

Deposits must be made with Business Office cashiers on a daily basis, or in case of very little activity, twice weekly (Tuesday and Thursday). In no instance should funds for deposit be held longer than 72 hours (3 business days).

I have read the Policy and Procedures on Petty Cash Funds and certify that I will comply with all regulations contained therein. Any questions which arise will be directed to the Director of Business Services. I further understand that I am responsible for any misappropriation of funds.

Date

Custodian of Petty Cash

Approved for Department

Director of Business Services

Business Manager

Original: Business Office
2nd: Custodian
3rd: Personnel