

POLICY ON PETTY CASH

Effective Date: May 1, 2018

Originating Office: Office of the
Chief Financial Officer

Supersedes / Amends: June 10, 2002

Policy Number: CFO-8

PREAMBLE

This *Policy on Petty Cash* (CFO-8) (the “Policy”), and its supporting procedures, provide University-wide administrative guidelines for the approval and reporting of petty cash and low value expenses incurred on behalf of Concordia University (the “University”) via Petty Cash Floats.

PURPOSE

The purpose of this Policy is to:

- Communicate allowable Petty Cash Expense(s) incurred to promote University activities and interests while ensuring appropriate, economical, prudent and responsible use of University funds;
- Set out guidelines and general procedures for incurring, claiming and reporting allowable Petty Cash Expense(s) and to support the University community in managing such expenses;
- Ensure accountability and compliance with internal and external reporting regulations.

SCOPE

This Policy applies to all Petty Cash Expense(s) incurred to advance the University’s activities, operations and interests from the University’s operating funds.

Faculties and units may, at their discretion, enforce more rigorous standards than this Policy or its related [Handbook](#).

DEFINITIONS

For the purpose of this Policy:

“Claimant” Is the individual, faculty, staff, or student with an active Concordia ID who will be reimbursed for the Petty Cash Expense(s). In the Petty Cash Float Replenishment and Expenses Summary Form, the Claimant can be the same individual as the Float Manager.

“Float Manager” Is a full-time employee designated by a Department Head to be responsible to manage the Petty Cash Float and facilitate payment of Petty Cash Expense(s) within the department. A Unit Head cannot be the Float Manager.

“Petty Cash Expense(s)” means allowable University-related expenses of very low dollar value (\$50 and less excluding taxes) that are non-recurring in nature and that have been paid directly by faculty or staff acting on behalf of the University in conjunction with operating funds.

“Petty Cash Float” Funds advanced by the University to a Department to facilitate payment of Petty Cash Expense(s). Petty Cash Floats are normally limited to a maximum of \$100, however a larger float may be requested from Financial Services with sufficient justification. The request must be approved in writing by the appropriate Unit Head.

“Unit Head” Includes a Vice-President, a Dean, an Associate Vice-President or a Director of a unit authorized to request a Petty Cash Float and designate a Float Manager.

POLICY

1. Faculty and staff members must be prudent, mindful and economical when incurring Petty Cash Expense(s) on behalf of the University.
2. The University recognizes Petty Cash Expense(s) can be incurred in carrying out its operational activities.
3. All other payment/reimbursement methods available at the University should be considered and prioritized (e.g. PCards, Expenses Reports, Corporate Cards, etc.) and the petty cash should only be used as a last option for very low dollar value non-recurring expenses for which no other payment method is practical or available.

POLICY ON PETTY CASH

Page 3 of 4

4. Petty Cash Float replenishment is required within 60 calendar days of incurring Petty Cash expense(s).
5. The approval and reimbursement of Petty Cash Expense(s) does not constitute final acceptance by the University. All Petty Cash Expense(s) are subject to subsequent review and adjustment by Financial Services or Internal Audit. The final decision related to any adjustment rests with Financial Services.

RESPONSIBILITIES / APPROVALS

6. The Unit Head is responsible for requesting a Petty Cash Float, designating a Float Manager, and providing the General Accounting unit within Financial Services with any information regarding changes to the Petty Cash Float record (Float Manager change, Float location, etc.). This is done via the [Petty Cash Request / Change Form](#).
7. The Unit Head and the Float Manager are responsible for the safekeeping of the Petty Cash Float and for ensuring Petty Cash Expense(s) comply with the Policy and the guidelines and procedures found in the Petty Cash [Handbook](#). They are also responsible for ensuring that the sum of all receipts and remaining cash balance to the pre-established amount of the Petty Cash Float at all times.
8. The claimant is responsible for ensuring that Petty Cash Expense(s) are accurate, legitimate, eligible, appropriate, and reasonable by providing a clear description of the expense(s) and the University purpose they were incurred for. The claimant certifies that the expense(s) will not be used for reimbursement against any other University funds or by third parties and will not claim any financial benefit for income tax purposes.
9. All Petty Cash Float Replenishments requests must be signed by the Unit Head using the [Petty Cash Float Replenishment and Expense Summary Form](#).
10. When expenses are incurred by the Unit Head, the normal hierarchal approval process is required.

ELIGIBLE PETTY CASH EXPENSE(S)

11. Expenses of very low dollar value (\$50 and less excluding taxes) that are non-recurring in nature and incurred to promote University activities. See Petty Cash [Handbook](#) for additional details.

INELIGIBLE EXPENSES

12. Ineligible expenses include but are not limited to:

- Expenses charged to research or restricted funds
- Expenses related to procurement of good and services
- Expenses related to planned travel
- Promotional expenses (e.g. meals, promotional items, etc.)
- Personal loans
- Expenses related to remuneration, honorarium, per diems, and living allowance
- To accumulate and / or deposit any other sources of revenues (e.g. cash collections for gifts, donations, sales, student examination fees, etc.).

Effective May 1st, 2018 the Petty Cash Voucher Form will no longer be available.

RELATED POLICIES:

Policy on Travel and Conferences ([CFO-3](#))

Policy on Hospitality, Meetings and Events ([CFO-10](#))

Procurement Policy ([CFO-20](#))

Policy on the Sale and Service of Alcohol on University Premises ([VPS-3](#))

Policy on Food or Beverage Service on University Space ([VPS-7](#))

Policy on Signing Authority and Required Approvals ([BD-1](#))