

PETTY CASH HANDBOOK

As per the *Policy on Petty Cash (CFO-8)*

SCOPE

This handbook provides University-wide administrative controls and procedures to ensure the clear interpretation and application of the *Policy on Petty Cash (CFO-8)*. The guidelines found herein will ensure efficient approval, reporting and reimbursement of Petty Cash expenses incurred on behalf of Concordia University (the “University”).

This Handbook applies to the reimbursement of Petty Cash related expenses incurred for University purposes and only charged on operating funds.

Faculties, units may, at their discretion, enforce more rigorous standards than this Policy.

Eligible Petty Cash Expenses

1. In order to be eligible for reimbursement, Petty Cash expenses must:

- Be of low dollar value (\$50 and less excluding taxes)
- Not be recurring in nature
- Have a valid University purpose
- Be evidenced by proof of payment and detailed bill/invoice
- Be sufficiently explained and documented
- Be ineligible for reimbursement by any other internal or external source
- Be verifiable by Financial Services and auditors

Example of Petty Cash allowable expenses are (but not limit too) stamps, courier charges, priority mail, local taxis, convenience supplies and refreshments such as soft drinks, coffee, tea and light snacks. (E.g. Pizzas are considered meals and are not eligible under the Petty Cash policy and must comply with the Hospitality Policy.

2. Ineligible Petty Cash Expenses

Ineligible expenses include but are not limited to:

- Expenses charged to a research or restricted fund
- Expenses related to procurement of goods and services
- Expenses related to planned travel and business related expenses
- Promotional expenses (e.g.: no lunches or dinners, promotional items, alcohol, etc.)
- Personal loans

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- Expenses related to remuneration, honorarium, per diems, and living allowances
- Accumulation and or deposit of any other sources of revenues (e.g. cash collections for gifts, donations, sales, student examination fees, etc.)
- Expenses older than 6 months from the date they are presented to the Float manager.

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

Requesting a Petty Cash Float

3. The use of the University PCard for the purchase of low-dollar value goods/services is strongly encouraged. Departments should consider this option prior to requesting a Petty Cash float. More information on the University PCard program can be found on the Financial Services [Cspace page](#).
4. A Petty Cash Float will be provided upon submission of a Petty Cash Request/Change Form approved by the Department Head. If the request exceeds \$100.00, written approval from the appropriate Vice-President or Dean is required.
5. The Petty Cash Request/Change Form must be accompanied by a correctly approved Check Requisition Form made payable to "Bank of Montreal". The Check Requisition Form must also include the internal Organizational code (ORGN code) to charge the Petty Cash Float to. Both Forms must be submitted together to the attention of the General Accounting department in Financial Services.
6. The Petty Cash Request/Change Form is available on the [Financial Services Cspace Page](#).

Petty Cash Float Replenishment Procedures

7. Reimbursement claims must be supported by original itemized receipts/invoices and be evidenced by proof of payment.
8. Prior to submitting the [Petty Cash Float Replenishment & Expense Summary Form](#), the float manager must ensure that all original receipts/invoices are validated and indicate the appropriate ORGN and ACCOUNT codes to charge the Petty Cash expense(s) to.
9. The Form and/or the receipts/invoices must clearly indicate:
 - the name of the individual reimbursed

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- the date of the reimbursement
 - the purpose of the expense as it relates to University operations
10. The manager is also responsible to ensure the Petty Cash Float is replenished within 60 calendar days of incurring the expense(s).
 11. All Petty Cash Replenishment forms must be signed by the Department Head or Supervisor.

Approvals

12. The Unit head and the Float Manager are responsible for ensuring that the expenses are consistent with the guidelines set forth in this Handbook and related Policy and have a valid University purpose.
13. The authority to approve a Petty Cash Float Replenishment Form may be delegated during temporary absences of the individual having signing authority. The delegation of signing authority has to be in accordance with the *Policy on Signing Authority and Required Approvals (BD-1)*.
14. Approval and reimbursement of Petty Cash expenses claimed on a Petty Cash Float Replenishment Form does not constitute final acceptance by the University. All Petty Cash Expenses are subject to subsequent review and adjustment by Financial Services or Internal Audit. The final decision related to any adjustment rests with Financial Services.
15. All Petty Cash Float Replenishments must be signed by the Unit Head or Supervisor.

General Procedure for Petty Cash Expenses

16. The following procedures must be followed prior to submitting Petty Cash Replenishment Forms:
 - Receipts must be sorted and sub-totaled by ORGN code
 - Total of each expense account group must be recorded
 - Total amount of the replenishment request must be recorded
 - The Float Manager must sign the Form as confirmation of the remaining cash in the Float

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- The Unit Head or Supervisor must sign the Form
 - Itemized receipts/invoices to support each expense must be attached to the Form
17. The claimant must present a valid Concordia ID and the Form to the University Cashier's Office for reimbursement.
 18. The claimant and the Float Manager can be the same individual
 19. Reimbursement will only be issued to the claimant as named on the Form.
 20. Cash reimbursement is only possible for the replenishment of Petty Cash Floats.

Security

21. It is the Float Manager's responsibility to safeguard the money in a locked area with limited and controlled access. Desk drawers or other unattended locked storage compartments are not considered adequate storage areas.
22. Money must never be left unattended or unsecured.
23. Petty Cash funds should be kept separate from any other funds or deposits.
24. Any money missing from a Petty Cash Float will need to be reimbursed to the University by the Float Manager.
25. The Unit Head is required to perform one cash count per year to ensure existence and completeness.

Discontinuing a Petty Cash Float

26. Return receipts and remaining cash in the Float along with a completed Petty Cash Float Replenishment Form to the University Cashier's Office.
27. An email requesting discontinuation of the float must be sent to the General Accounting department.
28. Petty Cash Floats inactive for 12 consecutive months or more may be closed upon the discretion of the General Accounting department.

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Record Keeping

29. Financial Services recommends that an electronic copy of all Forms and supporting documentation be kept by the Float Manager and/or by the Unit Head. Lost receipt incidences occur seldomly. In the event that the original Form and/or supporting documentation are lost, reimbursement will not be issued.
30. Student Accounts, General Accounting or Accounts Payable will not retrieve Petty Cash Replenishment Forms and receipts requested to support a unit's informational needs.

Other

31. Petty Cash Floats are subject to internal and/or external audits at any time. At all times, the sum of all receipts and remaining cash must equal the pre-established amount of the Float.

Approved by the Chief Financial Officer on March 7, 2018