

**School of Arts, Media and Engineering  
Cash Handling and Petty Cash Policy and Procedures**

Complete the Cash Handling Class

The Cash Handling class needs to be taken once every five years, and within three months of hire for Cash-Handling Personnel and their Supervisors. The class is online and can be found at <http://pcard.asu.edu/eTraining/ServerSide/Course.aspx?course=CASH-HANDLING%20101>

Issue a Numbered Receipt

When receiving a check or cash from faculty, staff or students to be deposited into an ASU or Foundation account, provide the payer a numbered receipt. The receipt book is in the Accountant Associate's desk.

1. Complete the receipt:  
Received from: ASU, Arts, Media & Engineering  
Address: PO Box 878709 Tempe AZ 85287  
Example: Personal long distance use, May 2008  
Indicate amount under Account; balance due is zero.  
Indicate amount of cash or check number.  
By: Professor John Doe
2. Give the payer the carbon copy. The original is maintained in the department.

**RECEIPT**      DATE \_\_\_\_\_ NO. **286254**

RECEIVED FROM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

FOR \_\_\_\_\_

ACCOUNT		
AMT. OF ACCOUNT		
AMT. PAID		
BALANCE DUE		

CASH \_\_\_\_\_

CHECK \_\_\_\_\_

MONEY ORDER BY \_\_\_\_\_

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Receipting departments receiving average cash payments of at least \$2,000 per month need to post a sign in the area that says "For Any Cash Payments, Do Not Leave without a Receipt."

Deliver Check to Cashiering Services

1. Stamp the back of the check with the For Deposit Only stamp. The stamp is in the Accountant Associate's desk. Additional stamps may be obtained from Cashiering Services.
2. Fill out the Departmental Input Receipt found at <http://www.asu.edu/fs/forms/DeptReceiptCashCheck.xls>

3. Deliver check and Departmental Input Receipt to Cashiering Services on the second floor of the Student Services Building.

### Certify Annually

Certify annually that all cash handling personnel have been adequately trained, the cash handling process is effective and functioning, and the cash handling desk manual is current. To certify, complete the form at <http://www.asu.edu/fs/forms/AnnualCertification-Attestation.pdf> and submit it by September 1 to Cashiering Services Office of Financial Services. Maintain a copy for the employee's departmental personnel file.

All cash handling personnel must certify annually that they understand and comply with the cash handling policies and procedures. The form can be found at <http://www.asu.edu/fs/forms/AnnualDisclosureSupplement.pdf> and should be filed in the employee's file.

### Petty Cash Policy and Procedures

ASU Policy: <http://www.asu.edu/aad/manuals/fin/fin403.html>

Highlights from the policy manual:

- Complete the Application Form at <http://www.asu.edu/fs/forms/902-04A.pdf>. Send the form to Student Business Services at Mail Code 0303. Petty cash custodian picks up check from Cashiering Services. Check can be cashed at Cashiering Services if less than \$500.
- Petty cash restrictions:  
The purchase cost of a particular item shall not exceed \$100.  
The purchase cannot be for:
  - Compensation for services rendered
  - Business meals or food and related expenses being paid from state agency/orgs (for meals paid from local agency/orgs, see [FIN 420-02](#), "Business Meals, Food, and Related Expenses")
  - Capital equipment
  - Travel
  - Prohibited transactions listed in [FIN 401-03](#), "Prohibited Transactions."
- No more than \$500 in cash or \$2,500 in checks may be kept overnight without approval of Financial Services and the ASU Police Department (see [FIN 301-01](#), "Deposits—General Policy").
- Place cash and checks in a safe, or secure them in a strong lockable cash box placed in a locking desk or cabinet with access restricted to a business need-to-know basis. Maintain a log of anyone issued a key or given knowledge of the combination. Keep the number of people with this access to the minimum possible, in almost all cases to a maximum of five.
- A reconciliation of the petty cash fund should be done every time an expense reimbursement is made or at least on a monthly basis.
  - Deposit funds received daily, or by the next business day for weekend activity, at Cashiering Services unless receipts are under \$500 in cash or \$2,500 in checks; then deposit weekly or when the above referenced amounts have been accumulated.

- To reimburse the petty cash box, complete a PVQ document with E2 as the check category and PETTYCASH the vendor code. Send to Accounts Payable along with supporting documents. The check will be mailed to the petty cash custodian.

For Additional Information

See [Financial Services Cash Handling Manual](http://asu.edu/fs/documents/cash_handling_manual.pdf) at [http://asu.edu/fs/documents/cash\\_handling\\_manual.pdf](http://asu.edu/fs/documents/cash_handling_manual.pdf)

See [Cash Handling Policy \(FIN 307\)](http://www.asu.edu/aad/manuals/fin/fin307.html) at <http://www.asu.edu/aad/manuals/fin/fin307.html>

See [Petty Cash Policy \(FIN 403\)](http://www.asu.edu/aad/manuals/fin/fin403.html) at <http://www.asu.edu/aad/manuals/fin/fin403.html>

See [Petty Cash Fund Application](http://www.asu.edu/fs/forms/902-04A.pdf) at <http://www.asu.edu/fs/forms/902-04A.pdf>

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