Vanderbilt University Finance

Instructions for
Close Petty Cash/Change Fund/Subject Participation Form


2) Fill out the Close Petty Cash/Change Drawer Fund Form on the next page.

3) The form must be signed and dated by the Custodian, Financial Unit Manager and Business Entity approver.

4) Upon completion:
   a) Return any cash to your department’s individual responsible for depositing cash. This person will need to relieve (credit) the petty cash fund using COA 440.05.44410.1070.000.000.000.0.0.
   b) Return any unreimbursed expense receipts to your business entity approver (BEA).
   c) Have your BEA prepare a journal entry to relieve (credit) the petty cash fund (440.05.44410.1070.000.000.000.0.0) and charge the applicable COA for the expenses.
   d) Write the COA number to be charged on each unreimbursed receipt in order for your BEA to properly record them to the general ledger. If necessary, a separate work paper may be used to organize the receipts with the detailed information. **Note:** only petty cash funds will have receipts as purchases from a change fund are prohibited.
   e) Email to [Finance@vanderbilt.edu](mailto:Finance@vanderbilt.edu) the close form along with a copy of the external cash spreadsheet reflecting accounting for the deposit of funds back with University Bank.
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Close Petty Cash/Change Drawer Fund Form

(1) Date: ___________

(2) Department Name: _______________________________

(3) Request to close for (check one): Change Fund □ OR Petty Cash Fund □

(4) Reconciliation:

a) Cash amount $___________ (should agree to line 5 below)

b) Receipts $___________ (for petty cash fund only) COA # ________________

c) Total (a) & (b) $___________

d) Imprest Amount $___________

e) Difference = line c minus d $___________ (If line “e” does not equal zero explain difference in a memo)

(5) Input cash dollar amount deposited:

Cash Deposit: __________ COA: 440.05.44410.1070.000.000.000.0.0

Signatures:

I accept responsibility for safeguarding the above stated cash fund. Additionally I have read and understand the policies and procedures regarding the petty cash/change drawer fund located on the Vanderbilt University Finance website.

Custodian ________________________________________ Date: __________

Financial Unit Manager __________________________________ Date: __________

Business Entity Approver __________________________________ Date: __________

For Vanderbilt University Finance

Approved by: ________________________________________