

Vanderbilt University Finance

Close Petty Cash/Change Fund/Subject Participation Fund Form

(See below for instructions by line or policies and procedures for more information)

(1) Date: _____

(2) Department Name: _____ COA # _____

(3) Request for (check one): Change Fund OR Subject Participation OR Petty Cash Fund

(4) Reconciliation:

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

b) Receipts \$_____ (for petty cash fund only)

c) Total (a) & (b) \$_____

d) Imprest Amount \$_____

e) Difference =
line c minus d \$_____ (explain difference , if line "e" does not equal zero)

(5) Input cash dollar amount deposited:

Cash Deposit: _____ COA: 440.05.44410.1070.000.000.000.0.0

Signature of Custodian _____ Date: _____

Financial Unit Manager _____ Date: _____

Business Entity Approver _____ Date: _____

For Vanderbilt University Finance

Approved by: _____ Date: _____

Vanderbilt University Finance

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

Instructions:

Use the Close Form to close the petty cash, subject participation, or change fund. The remaining cash must be deposited with the department contact responsible for making cash deposits. The remaining, unreimbursed receipts should be documented and attached to this form.

Line (1) Input current date.

Line (2) Input Department name and COA number.

Line (3) Check the box indicating whether the fund is for petty cash, subject participation, or change fund.

Line (4) Complete the reconciliation section.

- a) Return cash (currency) to your department contact responsible for depositing cash.
- b) Total the dollar amount of receipts and enter number on line 4 (b). Note the business purpose of the purchase, the COA to be charged on each receipt. Return unreimbursed petty cash receipts to your business entity approver. Your business entity approver will need to prepare a journal entry to relieve petty cash COA (440.05.44410.1070.000.000.000.0.0) for unreimbursed expenses. If necessary, a separate work paper may be used to organize the receipts with the detailed information noted above.
- c) Total lines a) and b) and enter sum on line c).
- d) Input amount of original advance received to set up petty cash fund.
- e) If cash and receipts do not total imprest balance, then attach a memo explaining why a difference exists.

Line (5) In the box, input cash amount being deposited. Use the COA provided in the box for your deposit.

Line (6) The form must be signed and dated by the Custodian, Financial Unit Manager and Business Entity approver.

Email Completed Application Form along to:
abigail.porter@vanderbilt.edu

Contact Vanderbilt University Finance, phone number: 5-9284, if further assistance is needed.