Vanderbilt University Finance

Revising Petty Cash/Change Drawer Fund Instructions

1) Read the Petty Cash Policy and Procedures located at https://finance.vanderbilt.edu/policies/index.php

2) Reconcile the petty cash/change fund before requesting any revision to the fund. This will establish the status of the fund before any necessary changes take place. The Reconciliation Worksheet can be found at https://finance.vanderbilt.edu/procedures-forms/index.php. The custodian should keep a copy of the reconciliation with their records.

3) Fill out the Revise Existing Petty Cash/Change Drawer Fund Form on the next page.

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

5) Upon completion, email the reconciliation worksheet and revision form to Finance@vanderbilt.edu

6) To decrease funds:
   a) Return any cash to your department’s individual responsible for depositing cash.
   b) Return any unreimbursed expenses receipts to your business entity approver (BEA).
   c) Have your BEA prepare a journal entry to relieve (credit) the petty cash fund (440.05.44410.1070.000.000.0.0) 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. Note: only petty cash funds will have receipts as purchases from a change fund are prohibited.
   e) Email copy of external cash spreadsheet reflecting accounting for the deposit of funds back with University Bank.

7) To increase funds:
   a) Create a Non-PO payment request in oracle and charge COA 440.05.44410.1070.000.000.0.0.
   b) Attach the revision form and reconciliation worksheet to the Non-PO request.
(1) Date: __________

(2) Department Name: ___________________________________________

(3) Revision request for (check one): Change Fund ☐ OR Petty Cash Fund ☐

(4) Change Requested:
   A. Change fund amount: From $__________ To $__________
   B. Custodian From: ______________ To: ______________
   C. Is the fund reconciled per the Reconciliation Worksheet? Yes ☐ No ☐

(5) Reason for requested change:

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 Use:
Approved by: __________________________________________ Date: ________________