

Vanderbilt University Finance

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

- 1) Read the Petty Cash Policy and Procedures located at <https://finance.vanderbilt.edu/policies/index.php>
- 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 the close form along with a copy of the external cash spreadsheet reflecting accounting for the deposit of funds back with University Bank.

Vanderbilt University Finance

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: _____