

DEPARTMENTAL PETTY CASH AND CHANGE FUND GUIDELINES
(MAPP 05.01.01 – Cash Handling)

8. General Accounting notifies the Cashier of approval.
 9. After approval by General Accounting the department sends a copy of the approved journal to Treasury and the Cashier.
 10. Departmental custodian contacts Cashier, who prepares cash denominations as specified by the custodian. Cashier requires 24 hours advance notice for funds \$2000 and greater.
 11. Cashier contacts UH Police to deliver the fund. Cashier notifies the custodian to expect delivery of the fund by UH Police.
 12. Custodian must provide appropriate identification at time of delivery.
- IV. Annual Review and Reauthorization of Petty Cash and Change Funds
- A. No later than July of each year, General Accounting will send a renewal reminder to all departmental cash fund custodians of record.
 - B. The fund custodian will submit the following to the Treasurer's Office by the due date specified in the renewal reminder:
 1. Addendum A, requesting reauthorization, modification, or close of the fund for the new fiscal year.
 2. A justification memo which includes detailed explanation of the need for a cash fund.
 3. Copies of the monthly overage/shortage reports (or indication that there were no overages/shortages).
 4. A copy of the most recent review/audit report (or indication that none occurred).
 - C. Reauthorization will be subject to the review of these documents and evaluation of prior management of the cash fund.
 - D. If fund renewal is approved, the fund custodian will be required to complete required online training.
- V. Closing a Departmental Petty Cash or Change Fund
- A. When a department determines that its cash fund is no longer required, the department should:
 1. Submit a replenishment journal to bring petty cash funds up to their authorized level.
 - a. See Section III.E for Petty Cash Fund replenishment procedures.
 - B. Prepare a journal entry to record the deposit of the Petty Cash or Change Fund.
 1. Debit UH Operating Bank, Account 10510
 2. Credit account 10102 (petty cash) or 10103 (change fund) and departments local fund cost center.
 - C. Complete Addendum A of MAPP 05.01.01 and scan and upload original as backup documentation for journal
 - D. Make a journal entry to record the deposit and route the deposit to Student Financial Services.
 - E. Submit deposit using standard procedures.
 - F. Send a copy of the journal entry to deposit the petty cash or change fund and a copy of the completed Addendum A of MAPP 05.01.01 to the Treasurer's Office. The Treasurer's Office will notify General Accounting that the fund has been closed.