Petty Cash

Reduction Project

Dawn MacAdams-Mull
Treasurer's Office
Current Petty Cash Account Uses

- Domestic travel/taxi fares
- Cake/party supplies
- Coffee/cream
- Human Subject Payments
- Cash box change for events
- Office Supplies
Reducing Use

- ProCard
- Concur
- Purchasing Orders
- Travel Card
- GreenPhire ClinCard
Next Steps

• To close out a petty cash account that has little to no use please follow the steps below which can also be found at http://www.finance.upenn.edu/treasurer/cashier/pettycash.shtml

  • All receipts must be submitted on a Reimbursement of Petty Cash form to obtain the cash. Receipts will not be accepted to close the fund. Please go to the reimbursement of petty cash section for instructions on replenishing a petty cash fund.

  • Complete and submit an on-line deposit. In order to close the petty cash fund, the cash being returned must be credited to object code 1140. Deliver the summary deposit sheet along with the cash to the Cashier's Office, 3451 Walnut Street, Room 110 Franklin Building. The Cashier's Office will verify the cash deposit and will hand-stamp the deposit summary sheet. The stamped deposit summary sheet will be returned to the individual at the cashier window.

  • Complete a custodian responsibility form. Deliver the completed original custodian responsibility form along with the original hand-stamped deposit summary sheet to: Cashier's Office, 3451 Walnut Street, 110 Franklin Building/6205, attn: T. DeSalis.

  • Departments must retain in their department files the following: a copy of the custodian form with the Cashier's acknowledgement and a copy of the hand-stamped deposit summary sheet.

  • Please note: It is important that the above steps are completed in order to close the petty cash fund accurately on the University's general ledger system. It is the department's responsibility to ensure that the fund has been closed successfully. Until these steps are completed, the custodian maintains responsibility for the petty cash fund.
Contact

- For questions or to review the use of your petty cash account, please contact Dawn MacAdams-Mull at 215-746-6369 or email at dawnmac@upenn.edu