



California State University Channel Islands Petty Cash Procedure

SUMMARY

b. **When Petty Cash May be Used —**

c. **Accounting Accuracy —**

d. **When Petty Cash May Not be Used —**

- Alcoholic beverages
- Amounts over \$50

- Gifts

- Interest charges
-
- Payment for services performed by employees or non
- Personal expenses
- Personal loans and cashing personal checks
- Social or travel club dues • Traffic citations
- University parking permits

3. CUSTODIAN RESPONSIBILITIES

a. **Assignment of Petty Cash Funds to Custodian —**

b. **Protection of Petty Cash —**

c. **Absence of the Custodian —**

(1) **Brief Absence —**

Petty Cash Reconciliation Form

(2) Extended Absence - Fund Replenishing —

d. Change of Custodian —

Petty Cash Reconciliation Form
Petty Cash/Change Fund Custody Transfer Request Form

Petty Cash Reconciliation Form

d. Replenishing Petty Cash Funds – Approval —
Petty Cash Reconciliation Form

APPENDIX A
Special Rules Applicable to Petty Cash Reimbursement for Hospitality Expenses

Allowable Expenses and Occasions

Fun

