Petty Cash and Cash Handling Policy

Policy Statement
Local business units can establish their own petty cash account, which is overseen and managed by a custodian. The amount of cash in each petty cash fund varies (usually $100-$500), depending on the needs of the business unit, but the overall purpose is to provide immediate cash or reimbursement for minor business expenditures. These funds may only be used for University business and, whenever possible, a P-Card should be used instead of petty cash.

This policy outlines proper use of petty cash, how to establish and close a petty cash account, and responsibilities of petty cash custodians. If you have questions about petty cash, which are not answered in this policy, please contact your local custodian. (See the section on “Establishing a Petty Cash Account” to identify your custodian.)

Who Must Comply
All HUIT staff who are entering into a contractual agreement are covered under this policy.

Guidelines and Procedures

HUIT Custodians
HUIT currently has three petty cash accounts with respective custodians:

<table>
<thead>
<tr>
<th>Petty Cash Account Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Story Street, Basement</td>
<td>Karen Ela</td>
</tr>
<tr>
<td>Smith Center, 5th Fl</td>
<td>Cayla Jett</td>
</tr>
<tr>
<td>784 Memorial Drive, 3rd Fl</td>
<td>Ahmed Ahmed</td>
</tr>
</tbody>
</table>

The Custodian is responsible for the following:
- Distributing petty cash to employees or visitors (ensuring a valid business expense)
- Maintaining a petty cash log for each transaction
- Retaining all receipts (subject to review by Risk Management)
- Reconciling the petty cash account
- Replenishing the petty cash
- Securing the petty cash fund (e.g., in a locked drawer or small safe) to prevent theft
- Closing an underutilized petty cash account

Using Petty Cash Funds
Detailed below are the restrictions and responsibilities to be aware of for the appropriate use and documentation of petty cash funds.

Who Can Use Petty Cash
Only the following individuals may receive petty cash funds:
- HUIT employees
- Visitors on University business
Responsibilities of Petty Cash Users
The person receiving petty cash funds is responsible for the following:

- Obtaining management approval for the expenditure
- Ensuring purchase was made in the conduct of University business
- Retaining original receipt from vendor
- Completing petty cash voucher form from the Custodian
- Providing detailed description of expense
- Ensure Massachusetts Sales/Meals tax is not charged
- Ensuring appropriate 33-digit billing code is used
- Ensure cash is kept in a secure locked drawer or safe

Appropriate Use of Funds
Petty cash should only be used for expenditures under $50. Examples of appropriate use of petty cash funds include:

- Taxi fare
- Business related parking
- Postage
- Office supplies
- Food or drinks (for example, pastries and coffee) for events allowed under “Use of Departmental Funds” policy

Petty cash should not be used to pay for the following:

- Invoices for goods or services
- Salaries or wages
- Advances or loans
- Parking tickets

Additional Responsibilities of Petty Cash Custodians

Maintaining the Petty Cash Log
Custodians must maintain an accurate log of all petty cash transactions using the University’s petty cash log. The log should be detailed and filled out completely, with the supporting receipts attached as documentation for all transactions. As with any reimbursement, the custodian should ensure that funds are disbursed for valid business expenses.

Document Retention
In order to receive petty cash, employees and visitors must provide their receipts and fill out a petty cash voucher, which should be attached to the corresponding employee receipt. All custodians should have a supply of these vouchers at their site in order to document petty cash disbursements. Custodians can request additional petty cash vouchers from Ahmed Ahmed as needed.

Reconciling/Replenishing the Account
The custodian should reconcile petty cash quarterly or whenever the cash balance is less than 50% of the total value of the account. Additionally, a financial partner must verify petty cash balances annually. Each time petty cash is reconciled, custodians should make sure that they have logged all their petty cash vouchers and receipts correctly. The total of the disbursed amounts and the cash on hand should equal the total value of the petty cash account. The “Total Disbursement” is the dollar amount to be reimbursed.

Once the custodian has completed the log and reconciled the account, he or she must send the petty cash log (along with proper receipts and completed vouchers) to Ahmed Ahmed at 784 Memorial Drive. The data is entered into B2P application system and submitted for approval. The Payment Request and petty cash log are then sent to Central Accounts Payable for a check disbursement. HUIT Accounts Payable retains copies of the petty cash log and original receipts.
Central Accounts Payables takes three to five business days to issue a check. Checks are disbursed to custodians via US mail or University mail. It is important that custodians allow sufficient time to complete the process in its entirety.

Custodians can cash petty cash checks at either their own personal bank, Bank of America, or at Harvard’s Cash Receipts Department, located at 1033 Mass Avenue (2nd Floor)

Establishing a Petty Cash Account
Local units who want to establish a petty cash account should forward a request to David Murphy. The University has restricted availability of new petty cash accounts, and therefore, the Financial Dean must approve a custodian for each new fund.

Closing a Petty Cash Account
If a need to maintain a particular petty cash fund no longer exists or a petty cash account becomes inactive (defined as six months of no activity), the custodian should contact David Murphy to close the account.

Miscellaneous Cash / Check Receipts
Occasionally, a HUIT Business group will receive a miscellaneous receipt (cash or checks) that must be sent to HUIT Accounting for processing. Types of miscellaneous receipts include vendor commissions, rebates and other reimbursements as well as employee reimbursements to the University.

Below is a list of procedures that all HUIT businesses must follow when handling miscellaneous receipts:

- The HUIT business indicates the proper 33-digit code to be used for the miscellaneous receipt and forwards the receipt to HUIT Accounting. **Do not send cash in the mail** – HUIT Accounting will pick up the cash at your location.
- HUIT Accounting prepares a credit voucher and sends all the documentation to Harvard Cash Receipts.
- Harvard Cash Receipts deposits the receipt and posts the transaction to the general ledger.
- HUIT Accounting verifies the posting of the cash transaction to the general ledger by cross checking against copies of the deposit slips.
- Any discrepancies are communicated back to Harvard Cash Receipts department.