



### Petty Cash Usage Agreement

Petty Cash Coordinator \_\_\_\_\_  
Department \_\_\_\_\_  
Petty Cash Amount \_\_\_\_\_

As department coordinator for the petty cash fund, I agree to follow the policies and procedures as established herein.

Petty Cash is intended for best judgment purchases. Purchases must comply with the UW-Superior, UW System, and DOA Procurement Policies and Procedures. Petty cash may be used for the purchase of supplies that are directly related to the mission of my department.

Petty cash **WILL NOT** be used to purchase the following items:

- |   |                      |   |
|---|----------------------|---|
| Academic support services                       | Cylinder gasses      | Non-business/personal items                   |
| Air conditioners                                | Consulting services  | Printing/photocopying                         |
| Alarm/security systems                          | Dues/memberships     | Hazardous materials                           |
| Alcoholic beverages/drugs<br>or pharmaceuticals | Entertainment        | Registration Fees                             |
| Ammunition/weapons                              | Flowers/gifts/awards | State contract items                          |
| Automotive repairs                              | Gasoline/fuel        | Services                                      |
| Capital equipment or<br>component parts         | Insurance            | Telephone/fax/online services                 |
| Cash advances                                   | Leases/rentals       | Temporary help/clerical/labor/<br>honorariums |
| Hospitality/Food                                | Legal Services       | Travel/travel-related expenses                |
|   | Motor vehicles       |   |

I will establish and implement departmental procedures for administering petty cash within the department. These procedures will comply with campus procedures detailed on the reverse side of this document. I will train individuals within the department regarding proper procedures for use of petty cash.

I understand that I am not authorized to make personal purchases. Any inappropriate or personal purchases become my personal liability for which I will make immediate and complete reimbursement (including any accrued interest) to the university. Amounts not properly reimbursed by me can be withheld (in total) from my paycheck. My acceptance of this agreement authorizes the university to make such withholding automatically from any amount due me by the university, subject to due process.

I acknowledge that I have read this agreement. Any violation of this agreement will be grounds for my immediate loss of petty cash privileges. Violations may also be grounds for personal liability, university and/or criminal sanctions.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Petty Cash Coordinator

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor of Petty Cash Coordinator

I authorize the above named Petty Cash Coordinator to develop and implement the petty cash program for the above named department.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Director



Signature \_\_\_\_\_ Date \_\_\_\_\_  
Controller

## Petty Cash Usage Procedures

Set up a pending file for petty cash. Insert a petty cash log, sample attached, into the file. For easy access, the file should be kept with the petty cash in a secure area.

Make sure planned purchases are not subject to any of the limitations described on the reverse side of this form. Purchases made with petty cash are not tax exempt.

Enter all petty cash advances on the log with the date and signature.

Make sure you have adequate documentation to support each purchase. A detailed receipt listing all items purchased, with a grand total, must be obtained from the vendor. Payment can only be made when a product is received; no advance payment is allowed.

Enter all necessary information on the log including items purchased, vendor name, receipt amount, and account name and number.

Attach detailed receipts to the log in the same order they are listed on the log.

Return all unused petty cash to the fund immediately upon completion of the transaction.

### When the petty cash fund needs to be replenished:

- Pull the petty cash log from the pending file.
- The petty cash coordinator and the account custodian(s) sign the petty cash log. Your signatures designate that you have reviewed and provided documentation for all transactions on the log, all purchases are necessary to further the mission of the department, purchases are in compliance with petty cash policy and you authorize payment.
- Submit the signed log, together with the receipts to Accounts Payable, Main 206.
- Accounts Payable will audit purchases, code expenses and then prepare a check payable to UW-Superior Petty Cash.

### Third Party Usage

At your discretion, you may authorize another individual to make a specific purchase with petty cash. You are responsible for the proper use of petty cash when it is given to another individual. Make sure the individual understands the rules and will follow them. Make sure the individual signs for the advance in the appropriate area of the log.