

Petty Cash Voucher or the Subject Fee Payment Voucher. Reimbursement will not be made unless a completed voucher is submitted. The authorized individual shall indicate approval of the expenditure by signing the PCV/SFPV in the designated area.

3. Reimbursement for expenditures in excess of \$100.00 or capital expenditures cannot be made through petty cash, but must be made in accordance with the University's Purchasing Policies and Procedures. Travel expenses related to overnight travel cannot be reimbursed through petty cash. Faculty or staff members with recurring travel expenses throughout the month must submit a "Request for Check" for reimbursement at the end of the month.
4. Petty Cash Funds may be used only for their authorized and intended purpose, such as:
 - a. transportation to and from unexpected meetings and conferences;
 - b. urgently needed or unique supplies which individually do not cost more than \$100.00;
 - c. emergency postage and mailing expenses; and
 - d. reimbursement for one-time purchases which are under \$25.00 are encouraged to be reimbursed through the Petty Cash Funds. Purchases of this nature are to be made only if it is not practical to obtain the items in General Stores. The purpose of reimbursement through Petty Cash is to minimize the issuance of checks under \$25.00.
5. Quarterly reports on departmental use of Petty Cash Funds, appropriate measurements on policy compliance efforts, and recommended policy revisions will be submitted to the Office of the Vice President for Finance and Treasurer.
6. Items of a personal nature are not reimbursable.
7. Research subject fee reimbursements are subject to tax. On a quarterly basis, the University will adjust for those UMDNJ employees who have research subject fee earnings. Non-UMDNJ volunteers will be forwarded a Form 1099.

B. Responsibilities:

1. Responsibility for disbursement of Petty Cash, reimbursement of the fund, and accountability for the amount of the fund rest solely with the Petty Cash Custodian as stated on the Petty Cash Custodian Form (which can be obtained from the Treasury Office). The Petty Cash Custodian shall safeguard the funds in a locked cash box which will be maintained in a secure area, and shall not commingle the funds with any other money. If there is a shortage in the fund for any reason, the shortage must be immediately reported, in writing, by the Custodian or Custodian's Supervisor to the Assistant Treasurer, with copies to the Director of Internal Audit, Manager of Accounting and Reporting, Accounting Section and the Controller.

The Petty Cash Custodian/Cashier must exercise due diligence in accepting the PCV/SFPV for reimbursement (See Procedures A. Reimbursement of Petty Cash steps 6-10).

2. The Manager of Accounting and Reporting is responsible for the periodic verification (count) of funds, maintenance of a list of authorized custodians and locations on a continuing basis and the maintenance of receipts signed by applicable custodians. The Manager of Accounting and Reporting shall provide a copy of the Petty Cash Fund Locations to the Assistant Treasurer on a monthly basis.
3. The Department Head or Authorized Supervisor of the Petty Cash Custodian/Cashier is responsible for the timely transfer of the fund to another individual. That custodian will acknowledge receipt and acceptance of the funds and the attendant responsibility for the funds, by signing the Petty Cash Custodian form and notifying, by delivery of such form, the Assistant Treasurer.
4. The Internal Audit Department will periodically audit Petty Cash Funds.

V. PROCEDURES

A. Reimbursement of Petty Cash

Performed By:

Action Taken:

Faculty/Staff Member

1. Fully completes a Petty Cash Voucher or Subject Fee Payment Voucher and includes a valid index number and a comprehensive description of the reimbursement, including social security number if for subject fee voucher, if applicable.

Note: Faculty/Staff members with recurring travel expenses throughout the month must submit a Request for Check at the end of the month for reimbursement.

2. Attaches original receipts or paid invoices supporting the legitimacy and University purpose of the expenditure.
3. Forwards the Petty Cash Voucher or Subject Fee Payment Voucher to the Department Head or Authorized Supervisor for review and signature approval.

Department Head/Authorized Supervisor

4. Reviews the Petty Cash documentation. Indicates approval of reimbursement by legibly signing the Petty Cash Voucher or Subject Fee Payment Voucher in the designated area and returns it to the faculty/staff member/subject seeking reimbursement.

Faculty/Staff Member/ Research Study Volunteer

5. Presents the Petty Cash Voucher or Subject Fee Payment Voucher to a Custodian/Cashier for reimbursement.

Performed By:

Cashier/Custodian

Action Taken:

6. Reviews the Petty Cash Voucher or Subject Fee Payment Voucher to ascertain that the following are included:
 - a. index number, and a comprehensive description of the expense;
 - b. original receipts or paid invoices;
 - c. approval by Department Head or Authorized Supervisor;
 - d. if for travel, a breakdown of expenses incurred for mileage, tolls, parking, etc., and the purpose of the travel;
 - e. if request is for subject fee reimbursement, whether grant analyst authorization letter is on file;
 - f. social security number; and
 - g. if for subject fees, that appropriate box is noted as to subject being a UMDNJ employee or non-UMDNJ employee.
7. Returns any Petty Cash Voucher or Subject Fee Payment Voucher to the Department Head/Authorized Supervisor if the voucher is improperly prepared or incomplete.
8. Reports any suspected conditions to the Assistant Treasurer. Such conditions may include:
 - a. apparent alterations to the original supporting documentation;
 - b. inappropriate use of a reimbursement request; and
 - c. excessive use of funds by one individual or department.
9. If the Petty Cash Voucher or Subject Fee Payment Voucher is properly filled out, immediately reimburses the faculty/staff member/volunteer subject.
10. Removes yellow copy of the Subject Fee Payment Voucher and distributes to the Accounts Payable Department for non-employees or to the Payroll Department for employees.

Performed By:

Assistant Treasurer

Action Taken:

11. For any reimbursement request that is categorized under #8 above, notifies the Controller for proper action.

B. Replenishment of Petty Cash Funds

Performed By:

Custodian/Cashier

Action Taken:

Accounts Payable

1. Prepares a tape on all Vouchers paid for the period and for all monies remaining in the Petty Cash Fund (if the sum of both are not equal, refer to Paragraph IV, B.1.) and submits to Accounts Payable with a completed Petty Cash Replenishment Request (which can be obtained from the Treasury Office).
2. Reimburses the Custodian/Cashier. If for any reason, some expenditures are not reimbursable, notifies the Department Head or Authorized Supervisor of the Petty Cash Custodian/Cashier with a copy to the Assistant Treasurer.

By Direction of the President:

Vice President for Finance and Treasurer