

**Note: Reimbursements are only for receipts that are within 90 days from the purchase date except for special circumstances as approved by the Comptroller or VPAF.**

### **Safeguarding the Petty Cash fund**

All cash and sales slips, receipts, or other applicable documents of the fund should be secured and safeguarded in a metal lock box and placed in a locked desk, locked cabinet, or locked safe.

### **Audit**

The University's Petty Cash Accountants will periodically (announced or unannounced) make an audit of the fund. The custodian and that person's immediate supervisor are to ensure that the fund is always balanced and available for audit.

Discrepancies in petty cash fund found by petty cash accountant, non-compliance with petty cash fund procedures may result in personal reimbursement of the fund by the petty cash custodian, possible retraction of petty cash fund for the department and possible disciplinary action.

### **Forms**

Form ACCTG-01 Request to Establish a Petty Cash Fund  
Form ACCTG-02 Request to Increase a Petty Cash Fund  
Form ACCTG-04 Petty Cash Voucher  
Form ACCTG-05 Petty Cash Replacement and Reconciliation Report  
Form ACCTG-06 Petty Cash Custodians' Acknowledgement Form

For any questions,

### **CONTACT:**

Luz M. Paulino, 671-735-2916, [lpaulino@triton.uog.edu](mailto:lpaulino@triton.uog.edu)

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T: +1 671.735.2942 F: +1 671.734.3118 W: [www.uog.edu](http://www.uog.edu)  
Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913