



Petty Cash Application Form

Department Name: <input style="width: 95%;" type="text"/>	Department Number: <input style="width: 95%;" type="text"/>	Amount Requested: <input style="width: 95%;" type="text"/>
Petty Cash Custodian Name: <input style="width: 95%;" type="text"/>	UPEI ID#: <input style="width: 95%;" type="text"/>	

Petty Cash Custodian Terms and Conditions

As Petty Cash Custodian my responsibilities include:

- Ensuring the petty cash is kept under lock and key in a cash box in a properly secured area (i.e. locked desk, filing cabinet or safe). Missing petty cash funds are my personal responsibility, if they are not kept within a locked box within a properly secured area. Any theft is to be reported immediately to Security Services.
- Verifying that reimbursement requests are appropriate and reasonable
- Ensuring the proper signatures for authorization
- Reimbursing employees from the petty cash fund
- Reconciling the petty cash fund - ensuring that the amount of cash on hand, plus amount of reimbursements made (receipts/vouchers), equals the original amount of the petty cash fund.
- Submitting request to replenish the petty cash
- Reporting any significant petty cash over/short to the Department Spending Authority

This is to certify I have read and will comply with the responsibilities as listed above:

Date

Custodian Signature

Department Spending Authority Terms and Conditions

As Departmental Spending Authority my responsibilities include:

- Approving request to set up petty cash fund to the Accounting Office (max request amount = \$200)
- Designating an individual who will act as Petty Cash Custodian
- Report missing petty cash to the Accounting Office Manager
- Reassigning or replacing the custodian when required (i.e. employment transfer or termination, etc.)
- Closing the fund when required and returning to the Accounting Office

This is to certify I have read and will comply with the responsibilities as listed above:

Date

Department Authority (Print Name)

Department Authority Signature

Accounting Office Use Only		
Accounting Office Approval: _____	Amount Approved: _____	FIN0319(27032019)

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the purpose of issuing Petty Cash. Direct any questions about this collection to Financial Services, University of Prince Edward Island, 550 University Avenue, Charlottetown PE C1A 4P3 (902)566-6000.