



## Finance and Accounting Manual

### Petty Cash Procedures

Approved by the Chief Financial Officer on 10 December 2010

Date of Effect: 1 January 2011. Updated: 25 September 2012.

#### 1. Overview

Whenever possible, University Corporate Cards should be used for all work related payments up to a maximum of \$5,000 per transaction and Spendvision for cash claims over \$25.

Petty cash claims can be made from Petty Cash Custodian or the University Cashier located in Level 3, Jane Foss Russell Building (G02). The maximum limit per claim is \$150 while student emergency cash payments can be approved to a maximum of \$500 per claim (GST inclusive unless otherwise stated).

#### 2. Procedures and Guidelines

**2.1** Establishment of or amendment to a Petty Cash Float is approved by the Financial Controller, Financial Control and Treasury.

#### 2.2 Paying Petty Cash Claims

- (i) Payment from petty cash is for University work related expenses only.
- (ii) A [petty cash claim](#) form must be prepared, original receipts or supporting documentation attached and approved by a Supervisor with appropriate delegation.

#### 2.3 Petty Cash Recoup

- (i) The Petty Cash Officer prepares a [Petty Cash Summary Request for Recoup](#) form with all claim forms and receipts/supporting documents attached to the recoup. A petty cash recoup is to be submitted at least monthly to ensure the petty cash transactions are included in the University's financial system and reports.

#### 2.4 Petty Cash Officer's Responsibilities

- (i) Safe custody of the cash.
- (ii) PIN security.
- (iii) Regular monitoring of bank balance to avoid overdrafts.
- (iv) Monthly or more frequent recoup of the petty cash account.

#### 3. Related Information

##### 3.1 Resources and weblinks.

- (i) Forms
  - [Petty Cash Claim](#)  
sydney.edu.au/finance/docs/pettycash\_claim.xls
  - [Petty Cash Summary Request for Recoup](#)  
sydney.edu.au/finance/docs/pettycash\_recoup.xls
  - [Student Loan Emergency Cash Payment](#)  
sydney.edu.au/finance/docs/studentloan\_emergency\_cashclaim.xls

### 3.2 University procedures superseded or replaced by this procedure:

- (i) Finance and Accounting Manual
  - Petty Cash Procedures: 15 December 2009

## 4. Contact and Review

### 4.1 Contact

Unit: Financial Control and Treasury  
Phone: 9351 – 5891  
Fax: 9351 – 5861  
Email: [fin.acct@sydney.edu.au](mailto:fin.acct@sydney.edu.au)

### 4.2 Review

The Chief Financial Officer will approve changes to financial procedures and guidelines and will co-ordinate changes to financial policy, with the Vice-Chancellor delegated to approve University financial and infrastructure policy.

Amendments to forms, schedules and weblinks will be processed by Financial Services.

Amendments to the Finance and Accounting Manual procedures and forms are listed on the Financial Services website under:-

- [FAM Amendments](#)
- [Amendments to Forms](#)

Please forward suggestions and comments on the Finance and Accounting Manual via the [Feedback Form](#).