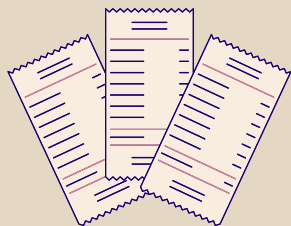




How to Close a Petty Cash Fund

Step #1 - Reconcile the Fund



- Cash on hand and Unreplenished receipts must always equal the authorized petty cash fund amount.
- Complete a reconciliation using the Petty Cash Reconciliation Form (PCR). The custodian and unit reviewer/approver should complete this final reconciliation together.
- Any discrepancies must be indicated and resolved before moving on to the next step. Contact the Fiscal Compliance team if you have questions on your reconciliation (pcgc@ucdenver.edu).
- Go to Step #2 - if you have receipts to replenish/cash on hand is not equal to full authorized fund amount. Go to Step #3 - if cash on hand is equal to full authorized fund amount.

Step #2 - Replenish the Fund for all Final Expenses



- All final expenses must be submitted for replenishment. The replenishment process is how the University validates that only official business expenses have been paid out of the fund and adds the payments indicated on your receipts as expenses to the speedtype.
- Complete Payment Authorization Form (PA) with your Unit Approver and submit replenishment completed form and Unreplenished receipts to apinvoice@cu.edu for processing. Replenishment request must line up with amount indicated on the participant receipts being submitted. Utilize the Speedtype of the authorized fund, and expense account code approved for use for the fund (typically account 495102 - Study Subject Payments).
- Custodian will receive replenishment check in the mail to the official University office location/delivery location indicated on PA form and should obtain from the mail. Check delivery times may vary.



Step #3 - Prepare Cash Receipt Form

- Complete Cash Receipt Form (CR), identify the Speedtype associated with the fund and Account ChartField 000200 (Petty Cash). Cash and replenishment check should be for full authorized fund amount.



Step #4 - Deposit Fund at Bursar's Office & Send Close Out to Fiscal Compliance

- Take Complete Cash Receipt Form, Cash, and Replenishment Check (if applicable) to campus Bursar's Office and make the deposit.
- Send copy of validated Cash Receipt after deposit is made to Fiscal Compliance team via email to pcgc@ucdenver.edu. We will verify deposit hits appropriately and notify unit/custodian once fund is officially closed.