

Task:	Petty Cash		
Sub-Process:			
Preceding task:			
Revision Date:	Oct 9, 2008	SOP Reference #	
Description:	The preferred purchasing method for small business expenses is by procurement card. When using a procurement card is not possible, however, units may use funds from petty cash. Use petty cash to pay only for small-dollar expenses or reimbursements, typically not exceeding \$25.00 per transaction. These expenses may include out of pocket costs for day trips, such as tolls, parking, mileage, etc.		
Responsibility:	Faculty/Staff/Student: Dept/Unit Petty Cash Custodian: ASC Transaction Team		
Frequency:		Timing:	
Process Steps:	<u>Faculty/Staff/Student</u> Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable). • Sign, date, and write business purpose on sales receipt. Include account number/project to charge the expense. • Present receipt to the Department/Unit Petty Cash Custodian for reimbursement. <u>Department/Unit Petty Cash Custodian</u> Step 2: Manage petty cash/Reimburse purchases • Keep petty cash funds in a cash box locked in a secure area, and never leave the funds in an unlocked desk drawer or cabinet. • Record all petty cash reimbursements and collect receipts for those reimbursements. Ensure that each receipt has the <i>business purpose</i> noted. • Reimburse purchaser up to \$25.00 per transaction. • File the original receipt and petty cash transmittal awaiting reimbursement. • Complete reconciliations monthly and each time the fund is replenished. • Submit the Cornell University Petty Cash reconciliation sheet (Addendum A) to the ASC to request reimbursement. Attach original receipts with the request. It is recommended that each receipt be affixed to an 8 1/2" x 11" sheet of paper for document control purposes (Addendum B). • Report overages or shortages to your supervisor, and adjust funds accordingly. • Submit reconciliations to the Dept. Chair or Unit Leader, supervisor, or designee for his/her review and approval. • Retain copies of fund reconciliations in accordance with Cornell University Policy 4.7, Retention of University Records (6-year retention). • Send copies of approved reconciliations to the Division of Financial Affairs upon request (yearly). • Receive and cash check to replenish petty cash. <u>ASC Transaction Team</u> Step 3: Process A/P Voucher • Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs. • File completed transaction.		

Adp Payroll Procedure Manual

G Psacharopoulos



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Table of Contents Adp Payroll Procedure Manual

1. Understanding the eBook Adp Payroll Procedure Manual
 - The Rise of Digital Reading Adp Payroll Procedure Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Adp Payroll Procedure Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Adp Payroll Procedure Manual
 - User-Friendly Interface

4. Exploring eBook Recommendations from Adp Payroll Procedure Manual
 - Personalized Recommendations
 - Adp Payroll Procedure Manual User Reviews and Ratings
 - Adp Payroll Procedure Manual and Bestseller Lists
5. Accessing Adp Payroll Procedure Manual Free and Paid eBooks
 - Adp Payroll Procedure Manual Public Domain eBooks
 - Adp Payroll Procedure Manual eBook Subscription Services
 - Adp Payroll Procedure Manual Budget-Friendly Options
6. Navigating Adp Payroll Procedure Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Adp Payroll Procedure Manual Compatibility with Devices
 - Adp Payroll Procedure Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Adp Payroll Procedure Manual
 - Highlighting and Note-Taking Adp Payroll Procedure Manual
 - Interactive Elements Adp Payroll Procedure Manual
8. Staying Engaged with Adp Payroll Procedure Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Adp Payroll Procedure Manual
9. Balancing eBooks and Physical Books Adp Payroll Procedure Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Adp Payroll Procedure Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Adp Payroll Procedure Manual
 - Setting Reading Goals Adp Payroll Procedure Manual
 - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Adp Payroll Procedure Manual
 - Fact-Checking eBook Content of Adp Payroll Procedure Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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