

| | | | |
|------------------------|---|------------------------|--|
| 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: | <p><u>Faculty/Staff/Student</u></p> <p>Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable).</p> <ul style="list-style-type: none"> • 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. <p><u>Department/Unit Petty Cash Custodian</u></p> <p>Step 2: Manage petty cash/Reimburse purchases</p> <ul style="list-style-type: none"> • 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. <p><u>ASC Transaction Team</u></p> <p>Step 3: Process A/P Voucher</p> <ul style="list-style-type: none"> • Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs. • File completed transaction. | | |

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Table of Contents Dollar General Standard Operating Procedures

1. Understanding the eBook Dollar General Standard Operating Procedures
 - The Rise of Digital Reading Dollar General Standard Operating Procedures
 - Advantages of eBooks Over Traditional Books
2. Identifying Dollar General Standard Operating Procedures
 - 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 Dollar General Standard Operating Procedures
 - User-Friendly Interface
4. Exploring eBook Recommendations from Dollar General Standard Operating Procedures
 - Personalized Recommendations
 - Dollar General Standard Operating Procedures User Reviews and Ratings
 - Dollar General Standard Operating Procedures and Bestseller Lists
5. Accessing Dollar General Standard Operating Procedures Free and Paid eBooks
 - Dollar General Standard Operating Procedures Public Domain eBooks
 - Dollar General Standard Operating Procedures eBook Subscription Services
 - Dollar General Standard Operating Procedures Budget-Friendly Options

6. Navigating Dollar General Standard Operating Procedures eBook Formats
 - ePub, PDF, MOBI, and More
 - Dollar General Standard Operating Procedures Compatibility with Devices
 - Dollar General Standard Operating Procedures Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Dollar General Standard Operating Procedures
 - Highlighting and Note-Taking Dollar General Standard Operating Procedures
 - Interactive Elements Dollar General Standard Operating Procedures
8. Staying Engaged with Dollar General Standard Operating Procedures
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Dollar General Standard Operating Procedures
9. Balancing eBooks and Physical Books Dollar General Standard Operating Procedures
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Dollar General Standard Operating Procedures
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Dollar General Standard Operating Procedures
 - Setting Reading Goals Dollar General Standard Operating Procedures
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Dollar General Standard Operating Procedures
 - Fact-Checking eBook Content of Dollar General Standard Operating Procedures
 - 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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