

<b>Task:</b>	<b>Petty Cash</b>		
<b>Sub-Process:</b>			
<b>Preceding task:</b>			
<b>Revision Date:</b>	Oct 9, 2008	<b>SOP Reference #</b>	
<b>Description:</b>	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.		
<b>Responsibility:</b>	Faculty/Staff/Student: Dept/Unit Petty Cash Custodian: ASC Transaction Team		
<b>Frequency:</b>		<b>Timing:</b>	
<b>Process Steps:</b>	<p><b><u>Faculty/Staff/Student</u></b></p> <p><b>Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable).</b></p> <ul style="list-style-type: none"> <li>• Sign, date, and write business purpose on sales receipt. Include account number/project to charge the expense.</li> <li>• Present receipt to the Department/Unit Petty Cash Custodian for reimbursement.</li> </ul> <p><b><u>Department/Unit Petty Cash Custodian</u></b></p> <p><b>Step 2: Manage petty cash/Reimburse purchases</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Record all petty cash reimbursements and collect receipts for those reimbursements. Ensure that each receipt has the <i>business purpose</i> noted.</li> <li>• Reimburse purchaser up to \$25.00 per transaction.</li> <li>• File the original receipt and petty cash transmittal awaiting reimbursement.</li> <li>• Complete reconciliations monthly and each time the fund is replenished.</li> <li>• 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).</li> <li>• Report overages or shortages to your supervisor, and adjust funds accordingly.</li> <li>• Submit reconciliations to the Dept. Chair or Unit Leader, supervisor, or designee for his/her review and approval.</li> <li>• Retain copies of fund reconciliations in accordance with Cornell University Policy 4.7, Retention of University Records (6-year retention).</li> <li>• Send copies of approved reconciliations to the Division of Financial Affairs upon request (yearly).</li> <li>• Receive and cash check to replenish petty cash.</li> </ul> <p><b><u>ASC Transaction Team</u></b></p> <p><b>Step 3: Process A/P Voucher</b></p> <ul style="list-style-type: none"> <li>• Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs.</li> <li>• File completed transaction.</li> </ul>		

# Payroll Procedures Manual Template

**Clifford Lane**



## **Payroll Procedures Manual Template:**

Managing Recruitment and Onboarding Richard Skiba, 2024-08-22 This guide is an essential resource for professionals tasked with managing recruitment and onboarding processes within an organization Whether you are directly involved in recruiting new staff or responsible for coordinating the process this book provides a thorough understanding of the skills and knowledge required to effectively manage these essential HR functions The book begins with an exploration of existing recruitment and onboarding policies and procedures guiding readers on how to identify and evaluate them in the context of their organization It delves into assessing technology options to enhance the efficiency and effectiveness of recruitment processes providing practical advice on selecting and implementing tools that streamline hiring workflows A significant portion of the book is dedicated to updating and refining policies and procedures to align with organizational requirements Readers will learn how to obtain support from relevant stakeholders and create or adjust forms and documents that underpin these policies Effective communication and training strategies are emphasized to ensure that all relevant staff are well informed and capable of adhering to updated procedures The book also covers critical aspects of human resource planning including determining future HR requirements in collaboration with stakeholders and ensuring that position descriptors are current and accurately used throughout the recruitment process It provides detailed guidance on advertising vacant positions in compliance with legislation and organizational policies consulting with specialists when necessary and adhering to selection procedures that meet legal and organizational standards Additional chapters address the importance of timely and accurate job offers and contracts providing new appointments with relevant advice and ensuring that onboarding processes are consistently applied across the organization The book also covers the management of probationary employees the provision of feedback and the collection of participant and stakeholder feedback on the onboarding process Finally readers are equipped with strategies for updating onboarding policies and procedures based on feedback ensuring continuous improvement and alignment with organizational goals This book is an invaluable tool for HR professionals seeking to optimize their recruitment and onboarding practices and contribute to the overall success of their organization

**Payroll Records and Procedures** Merle W. Wood, Sherry Cohen, 1999-09 This package consists of a student text workbook practice set and computerized templates for QuickBooks The program presents payroll activities and related materials as a single unit and includes a comprehensive practice set that is available separately or shrink wrapped with the text workbook The easy to read presentation of topics helps students develop efficient working procedures Numerous illustrations and examples support content      **CONTENT WRITING HANDBOOK** Kounal Gupta, 2020-10-15 ANYONE ANYTIME ANYWHERE This is not any other content writing book This is THE CONTENT WRITING BOOK Content Writing Handbook is the outcome of spending over 200 000 man hours in seeking interest and understanding challenges of 36 514 individuals over a period of 6 years towards writing This was further boiled down to spending 5 500 man hours in imparting

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and cases studies can be used by industry professionals and academics to learn how to apply Lean They provide a detailed step by step approach to Lean and demonstrate how to integrate Lean tools for process improvement and to sustain improvements But more than this the approach taken in this book gives readers the tools to effectively apply Lean techniques

*Certified Internal Auditor Part 2 Conducting the Internal Audit Exam Practice Questions* Brian Birds, The CIA exam Part 2 includes four domains focused on managing the internal audit activity planning the engagement performing the engagement and communicating engagement results and monitoring progress Part 2 tests candidates knowledge skills and abilities particularly related to Performance Standards series 2000 2200 2300 2400 2500 and 2600 and current internal audit practices *PMIS Payroll Procedures Manual* Massachusetts. Personnel Payroll Management Information

System, Massachusetts. Office of the Comptroller, 1994 *Payroll Accounting 1996 Edition* Bernard J. Bieg, Billy Lewis Keeling, 1995 Trusted for its up to date coverage the book offers a comprehensive treatment of wages payroll operations and employment practices This text illustrates the calculation of payroll and payroll taxes essential to your bank account In addition you learn how to prepare records and reports that form the foundation of an efficient payroll system Back cover

**Payroll Procedures Manual** Nevada. Department of Personnel, 1990 **Decisions and Orders of the National Labor Relations Board** United States. National Labor Relations Board, 2004 **Data Processing, an Introduction** J. Mack Adams, 1982 *Payroll Accounting* Bernard J. Bieg, 2002-11 This market leading Payroll Accounting text workbook illustrates the calculation of payroll payroll taxes and the preparation of records and reports that form the foundation of a payroll system

**Field Data Acquisition Technologies for Iowa Transportation Agencies** E. J. Jaselskis, 1994 This report describes the results of the research project investigating the use of advanced field data acquisition technologies for Iowa transportation agencies The objectives of the research project were to 1 research and evaluate current data acquisition technologies for field data collection manipulation and reporting 2 identify the current field data collection approach and the interest level in applying current technologies within Iowa transportation agencies and 3 summarize findings prioritize technology needs and provide recommendations regarding suitable applications for future development A steering committee consisting of state city and county transportation officials provided guidance during this project Technologies considered in this study included 1 data storage bar coding radio frequency identification touch buttons magnetic stripes and video logging 2 data recognition voice recognition and optical character recognition 3 field referencing systems global positioning systems GPS and geographic information systems GIS 4 data transmission radio frequency data communications and electronic data interchange and 5 portable computers pen based computers The literature review revealed that many of these technologies could have useful applications in the transportation industry A survey was developed to explain current data collection methods and identify the interest in using advanced field data collection technologies Surveys were sent out to county and city engineers and state representatives responsible for certain programs e g maintenance management and construction

management Results showed that almost all field data are collected using manual approaches and are hand carried to the office where they are either entered into a computer or manually stored A lack of standardization was apparent for the type of software applications used by each agency even the types of forms used to manually collect data differed by agency Furthermore interest in using advanced field data collection technologies depended upon the technology program e g pavement or sign management and agency type e g state city or county The state and larger cities and counties seemed to be interested in using several of the technologies whereas smaller agencies appeared to have very little interest in using advanced techniques to capture data A more thorough analysis of the survey results is provided in the report Recommendations are made to enhance the use of advanced field data acquisition technologies in Iowa transportation agencies 1 Appoint a statewide task group to coordinate the effort to automate field data collection and reporting within the Iowa transportation agencies Subgroups representing the cities counties and state should be formed with oversight provided by the statewide task group 2 Educate employees so that they become familiar with the various field data acquisition technologies

*Handbook Of Township Management: The Singapore Model* Ho Pin Teo, 2023-04-25 Handbook of Township Management is a practice guide which highlights the key professional practices of township management in Singapore It provides a comprehensive coverage of the purpose set up objectives scope of work processes and toolkits of town councils in Singapore including case studies and approaches to resolution of complex problems faced by town councils Based on the collective experiences of the town councils various best practices are highlighted to facilitate sharing among town councils to provide better services to serve Housing and Development Board HDB residents and stakeholders of HDB towns The book is a must read for all elected Members of Parliament appointed town councillors and town council management staff so that they can exercise due diligence in discharging their duties in accordance with the Town Councils Act and Town Councils Financial Rules It can be used as a handbook for practitioners to upgrade their skills in facilities management and enhance their professionalism in the delivery of quality facility management services to satisfy their clients and customers The book also serves as a useful reference for students pursuing courses in infrastructure and facilities management in the institutions of higher learning

*Kinn's The Administrative Medical Assistant - E-Book* Alexandra Patricia Adams, 2013-10-21 The most comprehensive front office medical assisting resource available Kinn's The Administrative Medical Assistant 7th Edition provides unparalleled coverage of the practical real world administrative skills essential to your success in the health care office This thoroughly updated fully modernized edition combines current reliable content with innovative support tools to deliver an engaging learning experience and help you confidently prepare for today's competitive job market Apply what you learn to realistic administrative situations through an Applied Learning Approach that integrates case studies at the beginning and end of each chapter Study more effectively with detailed Learning Objectives Vocabulary terms and definitions and Connections icons that link important concepts in the text to corresponding exercises and activities throughout the

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