

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.		

Payroll Process Manual Template

Sidney M. Levy, Andrew M. Civitello



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Payroll Math Ethan Rodriguez, AI, 2025-02-27 *Payroll Math* offers a comprehensive guide to understanding payroll calculations wage structures and tax deductions crucial for effective employee compensation and benefits The book emphasizes that mastering payroll principles is not just administrative but a strategic necessity for organizational success Accurate payroll practices ensure legal compliance foster employee trust and optimize financial performance It delves into wage determination exploring hourly salaried and commission based pay while analyzing minimum wage laws and overtime regulations under the Fair Labor Standards Act The book progresses to dissect payroll tax deductions including federal income tax withholding as detailed in IRS Publication 15 Social Security Medicare FICA and state and local income taxes It also examines the complexities of employee benefits like health insurance and retirement plans explaining the tax implications for both employers and employees *Payroll Math* provides practical guidance on selecting and implementing payroll software auditing payroll processes and using payroll data to inform decisions all while illustrating real world consequences through case studies The book adopts an authoritative yet accessible tone clarifying technical concepts for a broad audience including small business owners HR professionals and accounting staff By integrating primary sources like IRS publications and Department of Labor regulations *Payroll Math* equips readers with actionable insights to navigate the complexities of modern payroll compliance and its intersection with human resources and finance [The Ultimate Accountants' Reference](#) Steven M. Bragg, 2010-01-28 A wide ranging source of information for the practicing accountant The *Ultimate Accountants Reference Third Edition* covers accounting regulations for all aspects of financial statements accounting management reports and management of the accounting department including best practices control systems and the fast close It also addresses financing options pension plans and taxation options The perfect daily answer book accountants and accounting managers will turn to *The Ultimate Accountants Reference Third Edition* time and again for answers to the largest possible number of accounting issues that are likely to arise **Handbook of Server Management and Administration** Kristin B. Marks, 2019-07-23 Servers are the heart of the network *The Handbook of Server Management and Administration* keeps you up to date with the very latest server technology and gives you the tools you need to choose configure and maintain a server that will serve users data streams and corporate goals with equal efficiency The practical tips and case studies you ll find in the *Handbook* include detailed explanations of the case for mainframe servers in the enterprise server installation considerations server security policies server data bus standards migrating to NetWare 4 1 and Novell Directory Services Windows NT Workstation vs Server 4 0 UNIX as an application server fax servers Internet e mail servers the art of placing images and multimedia on the corporate network and more The contributing authors to the *Handbook of Server Management and Administration* are industry experts Some work at corporations that have designed innovative solutions Some wear battle scars from the field Many are experienced writers and public speakers All of them

know what they're talking about These leading authorities give you a wealth of practical advice tips and strategies on how to evaluate anti virus solutions within distributed environments set up fault tolerance protection and RAID technology for networks choose the best network data and storage management techniques *Payroll Systems* Ethan Evans, AI, 2025-02-27 *Payroll Systems* provides a comprehensive guide to navigating the complexities of payroll management emphasizing the importance of tax obligations employee compensation and legal compliance Understanding payroll isn't just about numbers it's a critical function that impacts everything from employee morale to avoiding hefty financial penalties Did you know that improper wage determination and deduction calculations can lead to significant legal repercussions Or that staying abreast of ever changing payroll tax regulations is essential for maintaining compliance This book offers a progressive learning experience starting with the fundamentals of payroll and moving through advanced topics like multi state taxation and benefits administration It explores how payroll integrates with human resources and accounting highlighting the strategic importance of effective payroll management You'll learn how to accurately calculate wages manage deductions and comply with federal state and local regulations all while optimizing payroll processes for efficiency The book distinguishes itself by offering a holistic view of payroll management providing practical guidance real world case studies and best practices With its focus on U S payroll systems *Payroll Systems* equips payroll professionals HR managers accountants and business owners with the knowledge to make informed decisions and ensure their payroll practices are both compliant and optimized

Improving Civilian Payroll Operations of the Military District of Washington, Department of the Army United States. General Accounting Office, 1975 **How to Select Your Next Payroll** Anita Lettink, 2022-08-08 FULLY REVISED 2025 EDITION Selecting a new payroll can be one of the most important and intimidating purchases you ever make It affects everyone in your organization But you only do this every few years while the vendor does this for a living It's clear to see who has the upper hand Let's do something about that In this insightful guide Anita Lettink helps you through the maze of selecting a payroll that best meets your requirements She discusses the available models and helps you simplify your selection Full of insider tips and tricks this essential book will take the pressure and uncertainty out of getting the best payroll for your business This comprehensive book provides you with insights and knowledge found nowhere else based on the payroll projects in which the author has been involved during her 20 years in the industry on the vendor and the buyer side This experience allowed her to write this practical and empowering book incorporating templates and tools to get you started quickly When you want a jump start and great results this book is the answer Written in an easy to digest way *How to Select your Next Payroll* guides the conversation you need to have with the payroll vendors and lets you be in control This book includes Mapping out your approach Defining your payroll specifications Buying solution or services Pricing model details Selecting the right vendor Service levels Contracting Innovations automation and AI And much much more Praise for *How to Select your Next Payroll* Across all of our HR and Business applications Payroll is the most misjudged This is the book

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