

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 Processing Manual Template

Ahmed Musa



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book is your guide to achieving sustainable growth while maintaining the standards that set your brand apart Starting with the fundamentals this book explains what scalability truly means and why it s essential for long term success You ll learn how to create scalable systems automate processes and streamline operations all while keeping customer satisfaction at the forefront Leadership plays a pivotal role in scalability and this book equips you with tools to empower your team develop decision making frameworks and foster a culture of growth Dive into financial strategies for managing cash flow and securing capital and explore how technology can be a game changer in scaling your business With inspiring case studies of companies that scaled successfully The Scalability Secret provides a blueprint for overcoming common growth barriers From hiring strategies to innovation driven expansion this book covers every aspect of scaling with integrity Whether you re a small business owner or a corporate leader The Scalability Secret offers practical advice to help you achieve explosive growth without losing sight of your values

This book delves into Payroll Processing Manual Template. Payroll Processing Manual Template is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Payroll Processing Manual Template, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Payroll Processing Manual Template
 - Chapter 2: Essential Elements of Payroll Processing Manual Template
 - Chapter 3: Payroll Processing Manual Template in Everyday Life
 - Chapter 4: Payroll Processing Manual Template in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Payroll Processing Manual Template. This chapter will explore what Payroll Processing Manual Template is, why Payroll Processing Manual Template is vital, and how to effectively learn about Payroll Processing Manual Template.
3. In chapter 2, the author will delve into the foundational concepts of Payroll Processing Manual Template. The second chapter will elucidate the essential principles that need to be understood to grasp Payroll Processing Manual Template in its entirety.
4. In chapter 3, this book will examine the practical applications of Payroll Processing Manual Template in daily life. This chapter will showcase real-world examples of how Payroll Processing Manual Template can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Payroll Processing Manual Template in specific contexts. The fourth chapter will explore how Payroll Processing Manual Template is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Payroll Processing Manual Template. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Payroll Processing Manual Template.

<https://crm.avenza.com/results/scholarship/default.aspx/Proper%20Topper%20Manual.pdf>

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