

## Instructions for Completion of the USNH Petty Cash Replenishment Request - Form USNH-F46

### **Section A - General Information**

Check the box for which Campus Accounts Payable Department this will be sent to.

Type of fund and the Fund # are the type of fund being replenished and the Petty Cash fund number as originally assigned by the USNH Controller's Office per the [Cash Fund Request \(Form USNH-F44\)](#).

Requested Replenishment Distribution is how the Custodian wishes the Accounts Payable department to handle the approved request. Check the appropriate box if the copy of this approved USNH-F46 as signed by Accounts Payable should be mailed to the Custodian or held for pickup at Accounts Payable. Also, if a check is wanted instead of cash, check the "Please issue a check" box.

Custodian Information required is:

CUSTODIAN NAME as indicated on the Cash Fund Request (Form USNH-F44).

DATE this request is being completed.

PHONE NUMBER that the Custodian can be reached at, if there are any questions.

DEPARTMENT name as shown on the Cash Fund Request (Form USNH-F44).

USNH ID the unique identifier assigned to all employees in Banner if this is a check reimbursement, this is who the check will be made out to – *Note: if this is an imprest checking account, the USNH ID should be that of the Bank so the check is made out to the correct person.*

INV number entered in Banner and approved by the responsible departmental individual.

The INV document should begin with an "I" (upper case i) then follow the campus or department numbering conventions.

Each line of the INV should reflect the proper FOAPAL, the amount, an appropriate line description and the Petty Cash Voucher number in the invoice field as it appears on each PCV attached. INVs should be charged to the fiscal year in which the goods/services were received.

### **Section B - Reconciliation**

Requests for replenishment will not be granted unless accompanied by an accurate reconciliation and signed by the preparer. Call Accounting Services in the USNH Controller's Office (862-1470) immediately, if there remains an unexplained variance on line 9 of the reconciliation.

Number included and Range of PCVs is the total count of PCVs included for this request and the beginning and ending numbers of the PCVs included. All Petty Cash Vouchers (PCV's) should be sequentially numbered and accounted for by the cash fund Custodian during the reconciliation process.

Period covered is the time since the last request until now. A Petty Cash Replenishment Request should normally be a month or less. Replenishments required less frequently than monthly suggest an excessive petty cash fund balance or questionable necessity for a petty cash fund at all. All petty cash funds and imprest checking accounts should be replenished as close as possible to June 30 (best during the "13th month") so that all expenditures may be accounted for in the proper fiscal year.

Total amount is the amount being requested. All Petty Cash Vouchers included with the Petty Cash Replenishment Request must equal (a.) the amount of the replenishment request on line 2. of the Reconciliation section and, (b.) the document total of the INV entered into Banner.

### **Section C - Departmental Approval**

All Petty Cash Replenishment Request (Form USNH-F46) forms must be signed and dated by a responsible dean, director or department head or official designee authorized to approve expenditures on the accounts charged.

### **Section D - Accounts Payable Use Only**

The Accounts Payable clerk reviewing the INV, the Petty Cash Replenishment Request, and the attachments will sign and date Form USNH-F46 when approved and updated in Banner. Depending on the box marked in Section A., a copy of the USNH-F46 with an original signature of an A/P clerk will be mailed to the Custodian, held at Accounts Payable for pickup by the Custodian, or included as an enclosure with the replenishment check to the Custodian (or, in an imprest checking account, the signed copy of the USNH-F46 will be mailed separately to the Custodian since the replenishment check is mailed to the bank).

The Acknowledgement of receipt section is used when the custodian receives cash for the voucher from the Business Office.