



PETTY CASH CASH ADVANCE

PETTY CASH

Ω LETTER TO (4 INDIVIDUALS)

- MR. TONY HUGGINS, CONTRACT & GRANT ACCOUNTING
- MR. JOHN CAMPBELL, CONTROLLER'S OFFICE COLUMBIA CAMPUS
- MR. ALTON McCOY, INTERNAL AUDIT
- MR. RICH GILBERT, STATE AUDITOR'S OFFICE



PETTY CASH

∩ PURPOSE

∩ WHY NOT DEV, PO, CREDIT CARD

∩ AMOUNT

∩ INTERNAL CONTROLS

∩ CLASS 10101



PETTY CASH

- ∞ CAN BE REPLENISHED
- ∞ END DATE
- ∞ LIMITED AMOUNT
- ∞ ANTICIPATE SPENDING

CASH ADVANCE

Ω LETTER TO

- MR TONY HUGGINS, COST/CONTRACT & GRANT ACCTNG

Ω PURPOSE

Ω WHY NOT DEV, PO, CREDIT CARD

Ω AMOUNT

Ω ADEQUATE CONTROL

Ω ANTICIPATE END DATE

Ω CLASS 10203



CASH ADVANCE

- ∞ GRANTS
- ∞ CANNOT BE REPLENISHED
- ∞ 90 DAYS TO LESS THAN 1 YEAR
- ∞ SURPRISE AUDIT

PETTY CASH - REIMBURSEMENT

- ∩ DEV
- ∩ COVER MEMO - GRAND TOTAL
- ∩ TAPE
- ∩ RECEIPTS - GROUPED BY CLASS CODE
- ∩ APPROVED BY CUSTODIAN

PETTY CASH - CASH ADV CLOSEOUT

- ∞ BALANCE OF CASH - PETIGRU
- ∞ MEMO WITH
- ∞ VOUCHERS
- ∞ PAID INVOICES
- ∞ SUMMARY SHEET