

Vanderbilt University
Office of Financial Affairs
Form 305-3: Close Petty Cash or Change Fund

(See below for instructions by line
or policies and procedures 305 for more information)

(1) Date: _____

(2) Department Name: _____ Center # _____

(3) Request for (check one): Petty Cash Fund OR Change Fund

(4) Reconciliation:

- a) Cash amount \$ _____ (should agree to line 5 below)
- b) Receipts \$ _____ (for petty cash fund only)
- c) Total (a) & (b) \$ _____

- d) Imprest Amount \$ _____
- e) Difference =
line c minus d \$ _____ (explain difference , if line "e" does not equal zero)

(5) Input cash dollar amount deposited at the Cashier's Office:

Cash Deposit: _____ G/L Number: 11240 Center #: 1-97-004-0000

Signature of Custodian _____ Date _____

Dept Approval: _____ Date _____
Signature of Dean, Director, or Department Head (or designee)

For Office of Financial Affairs Use:

Approved by: _____ Date: _____

Vanderbilt University
Office of Financial Affairs

Instructions for
Form 305-3: Close Petty Cash or Change Fund

Instructions:

Use form 305-3, to close the petty cash or change fund. The remaining cash must be deposited with the University Cashier. The remaining, unreimbursed receipts should be documented and attached to this form.

Line (1) Input current date.

Line (2) Input Department name and center number.

Line (3) Check the box indicating whether the fund is for petty cash or change fund.

Line (4) Complete the reconciliation section.

- a) Return cash (currency) to cashier's office. Attach cashier's receipt to this request.
- b) Total the dollar amount of receipts and enter number on line 4 (b). Note the business purpose of the purchase, the account number and center number to be charged on each receipt. Attach unreimbursed petty cash receipts to form. If necessary, a separate workpaper may be attached to organize the receipts with the detailed information noted above.
- c) Total lines a) and b) and enter sum on line c).
- d) Input amount of original advance received to set up petty cash fund.
- e) If cash and receipts do not total imprest balance, then attach a memo explaining why a difference exists.

Line (5) In the box for posting by cashier, input cash amount being deposited. Use the account number and center number provided in the box for your deposit.

Line (6) Custodian and authorized signer for department to sign and date form.

Line (7) Send the Close Form and attachments to the Office of Financial Affairs, Suite 900 Baker Building, Box 356310 Station B, phone number 3-6601.