Petty Cash

Petty cash is used to reimburse staff for out of pocket university purchases for $100 or less.

Petty Cash Policy Info

- [Establishment of Petty Cash Imprest Funds on Campus](https://www.uoguelph.ca/finance/node/2355)
- [Petty Cash Imprest Funds](https://www.uoguelph.ca/finance/node/2358)

Petty Cash Forms and Tools

- [Petty Cash Station Replenishment Envelope](https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/Petty%20Cash%20Station%20Replenishment%20Envelope.gif)
- [Petty Cash Voucher](https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/Petty%20Cash%20Voucher.gif)

Petty Cash Custodians

Custodians are individuals appointed by a Department to manage a PC Station. In the event of a custodian change, an email from the department Chair or Director must be sent to the Manager of Treasury Operations for updates to be made to the department's PC Station records in Treasury Operations. For more information on Petty Cash refer to the policy.

Source URL: [https://www.uoguelph.ca/finance/departments-services/treasury-operations/petty-cash](https://www.uoguelph.ca/finance/departments-services/treasury-operations/petty-cash)

Links:
[1] https://www.uoguelph.ca/finance/node/2355
[2] https://www.uoguelph.ca/finance/node/2358
[3] https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/Petty%20Cash%20Station%20Replenishment%20Envelope.gif
[4] https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/Petty%20Cash%20Voucher.gif