Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Reimbursements: Petty Cash Procedures (Australia only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Policy</td>
<td>Reimbursements Policy (Australia Only)</td>
</tr>
<tr>
<td>Date Effective</td>
<td>23-05-2012</td>
</tr>
<tr>
<td>Review Date</td>
<td>28-April-2017</td>
</tr>
<tr>
<td>Procedure Owner</td>
<td>Executive Director, Finance Services</td>
</tr>
<tr>
<td>Category</td>
<td>Operational Procedure</td>
</tr>
<tr>
<td>Version Number</td>
<td>1.1</td>
</tr>
<tr>
<td>Content Enquiries</td>
<td>Finance Policy</td>
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<tr>
<td>Scope</td>
<td>All Australian campuses</td>
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<td></td>
<td>All members of the Monash University community in Australia</td>
</tr>
<tr>
<td>Purpose</td>
<td>To ensure that all reimbursements of Monash University business expenses comply with legislative requirements and are completed in the most efficient and effective manner that takes account of fraud risk.</td>
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</table>

**PROCEDURE STATEMENT**

1. **Reimbursement of Petty Cash**
   
The following steps must be completed:

   a. The person requesting reimbursement (hereinafter the "requestor") completes a Petty Cash Voucher form and, if the expense for which reimbursement is sought includes entertainment, completes the "Entertainment" section.

   **Responsibility**
   Requestor

   b. The authorising officer reviews the petty cash voucher for compliance with the Reimbursements Policy and its Procedures, establishes that the expenditure incurred is associated with official University business activities and is reasonable for the purpose intended, and signs the voucher.

   **Responsibility**
   Authorising officer

   c. The requestor takes the completed, appropriately authorised petty cash voucher with any supporting documentation to the relevant petty cash officer.

   **Responsibility**
   Requestor

   d. The Petty Cash Officer reviews the petty cash voucher for compliance with the Reimbursements Policy, ensures that the authorised signatory and supporting documentation are appropriate, and then pays the amount of the claim from the petty cash float.
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Responsibility
Petty cash officer

e. When the cash reimbursement is received, the "Received by" section of the voucher must be signed by the requestor, and the petty cash voucher and supporting documentation is filed with the petty cash float.

Responsibility
Petty Cash Officer

2. Replenishment of a Departmental Petty Cash Float via the Cashier

The following steps must be completed:

a. When the petty cash float requires replenishment, the Petty Cash Officer takes a completed and appropriately authorised Petty Cash Reimbursement Claim Form and supporting documentation to the cashier.

Responsibility
Petty Cash Officer

b. The cashier reviews the Petty Cash Reimbursement Claim Form for accuracy, ensures that the authorised signatory and supporting documentation are appropriate, and then pays the amount of the claim from the petty cash float.

Responsibility
Cashier

c. When the cash reimbursement is provided, the "Received by" section of the voucher must be signed by the Petty Cash Officer, and the petty cash voucher and supporting documentation is filed with the petty cash float.

Responsibility
Petty Cash Officer

3. Replenishment of a Departmental Petty Cash Float via Cheque

The following steps must be completed:

a. When the petty cash float requires replenishment, the Petty Cash Officer sends a completed and appropriately authorised Petty Cash Reimbursement Claim Form to Accounts Payable.

Responsibility
Petty cash officer

b. Accounts Payable reviews the Petty Cash Reimbursement Claim Form for accuracy, ensures that the authorised signatory and supporting documentation are correct, processes the claim form, debiting the various general ledger account codes, creates a cheque and issues it to the requesting unit/department.

Responsibility
Accounts Payable

c. The Petty Cash Officer then presents the cheque to the nominated Westpac branch where registered signatures are held on file and replenishes the petty cash float with the cash received.
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4. Replenishment of the Cashier’s Petty Cash Float
When the cashier’s petty cash float needs to be replenished, the cashier must complete this process in accordance with the relevant business rules, as approved from time to time by the Director, Purchasing to Payment Services.

Responsibility
Petty Cash Officer

5. Request for an Increase in the Size of a Petty Cash Float
The following steps must be completed:

a. The requesting officer sends a written request to the Director, Purchasing to Payment Services, detailing the amount required, the justification for the float or increase, security measures in place, the officer in charge of the float and the cost centre.

Responsibility
Requesting officer

b. The Director, Purchasing to Payment Services, reviews the request and recommends to the Accounts Payable Manager as to whether the float increase should be approved.

Responsibility
Director, Purchasing to Payments Services

c. The Accounts Payable Manager approves or rejects the request

Responsibility
Accounts Payable Manager

d. If the request is approved and the amount can be collected from a cashier, the Accounts Payable Manager completes and authorises a claim form for the recommended amount, and sends the claim form to the cashier.

Responsibility
Accounts Payable Manager

e. If the amount is to be collected from a cashier, the cashier notifies the requesting officer that the funds are available and makes an arrangement for the money to be collected, at which time the cashier reviews the identification of the collecting officer and has the officer endorse the back of the claim form with their signature.

Responsibility
Cashier

f. If the amount cannot be collected from a cashier, the Accounts Payable Manager completes, authorises and processes a claim form for the recommended amount, and has a cheque created and issued to the requesting department.

Responsibility
Accounts Payable Manager

g. If payment is received in the form of a cheque, the Petty Cash Officer presents the cheque to the nominated Westpac branch where registered signatures are held on file, and replenishes the petty cash float with the cash received.

Responsibility
Petty Cash Officer
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Petty Cash Officer

6. Setting up a Cheque Cashing Authority with Westpac
   a. When a petty cash replenishment amount cannot be collected from the cashier and therefore must be received by cashing a cheque at a Westpac branch, the requesting officer must complete the Authorised Signatory form and send it to Corporate Finance.

   **Responsibility**
   Requesting Officer

   b. Accounts Payable must then complete a Westpac Request for Cashing Authority form and sent it together with the Authorised Signatory form to Westpac; these security measures must be put in place before cheques can be cashed requesting officer.

   **Responsibility**
   Accounts Payable

| Responsibility for implementation | Senior Vice-President and Chief Financial Officer  
|                                 | Executive Director, Finance Services  
|                                 | Manager, Payment and Logistic Services |
| Status                         | Revised |
| Approval Body                  | Name: Senior Vice-President and Chief Financial Officer  
|                                 | Date: 23-May-2012  
|                                 | Author: Executive Director, Finance Services |
| Definitions                    | Expenses associated with official University business activities: Expenses that are for official purposes and are necessary for a staff member's work as a Monash employee.  
|                                 | Supporting documentation: Tax invoices, receipts or statutory declarations.  
|                                 | Authorising officer: A staff member with an appropriate financial delegation, who has a hierarchical authority over the requestor. |
| Legislation Mandating Compliance | Financial Management Act 1994 (s.44 Accounts to be kept) |
| Related Policies               | Procurement Policy  
|                                 | Vendor Payments Policy (Australia only)  
|                                 | Goods and Services Tax (Australia) Policy  
|                                 | Fringe Benefits Tax (Australia) Policy  
|                                 | International Staffing and Mobility Policy  
|                                 | Conduct and Compliance Policy |
| Related Documents              | |