

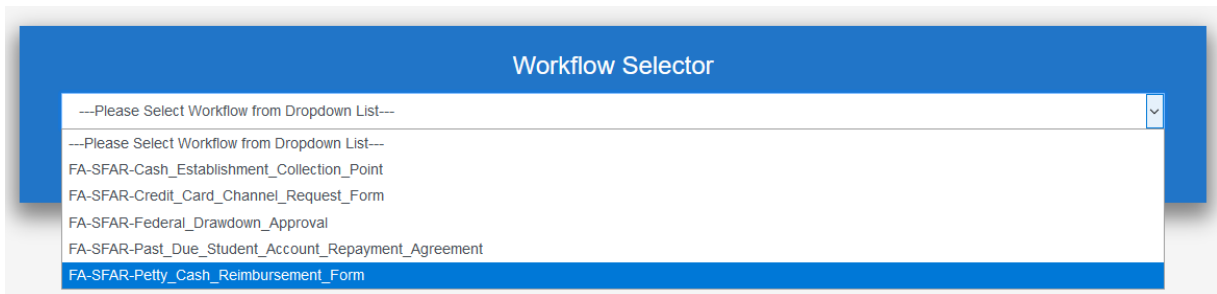
HOW TO COMPLETE PETTY CASH REIMBURSEMENT REQUEST

1. Review the Petty Cash/Change Fund procedures and click the link to the Petty Cash Reimbursement Request form. Have the appropriate Account and Department ID numbers along with scanned copies of all receipts ready prior to starting the request.

Petty Cash/Change Funds

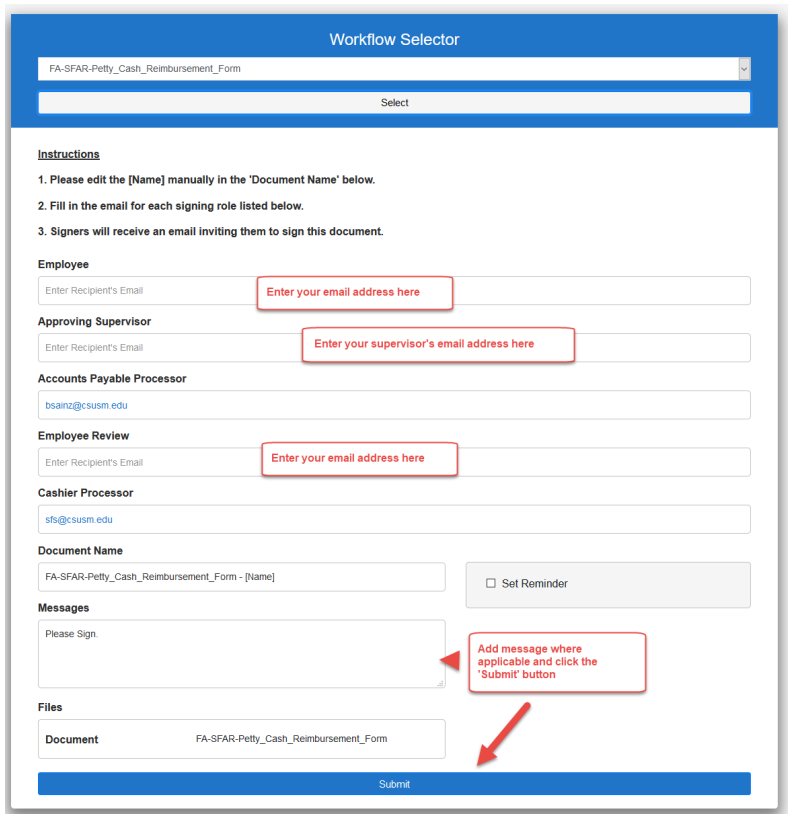
The procurement card is the preferred purchasing method for low-dollar business expenses. When the use of the procurement card is not possible, departments may use funds from petty cash. A petty cash or change fund must be assigned to a specific individual as custodian. The custodian will be responsible for the amount advanced and should be trained on their responsibilities before accepting a petty cash fund. Individuals or departments wishing to establish a petty cash or change fund should have their manager review the current campus [Petty Cash/Change Fund Procedures](#) and complete and submit the [Application to Establish Cash Fund](#) form.

2. On the next page, select “Petty Cash Reimbursement Form.”



The screenshot shows a blue header bar with the text "Workflow Selector". Below the header is a dropdown menu. The menu is currently open, showing a list of workflow options. The first two options are "---Please Select Workflow from Dropdown List---". The remaining options are: "FA-SFAR-Cash_Establishment_Collection_Point", "FA-SFAR-Credit_Card_Channel_Request_Form", "FA-SFAR-Federal_Drawdown_Approval", "FA-SFAR-Past_Due_Student_Account_Repayment_Agreement", and "FA-SFAR-Petty_Cash_Reimbursement_Form". The last option is highlighted in blue.

3. Enter the email address for the approving MPP and each custodian that will be handling cash.



The screenshot shows the "Petty Cash Reimbursement Request" form. At the top, there is a "Workflow Selector" dropdown menu with "FA-SFAR-Petty_Cash_Reimbursement_Form" selected. Below the dropdown is a "Select" button. The form contains several sections with input fields and instructions:

- Instructions:**
 1. Please edit the [Name] manually in the 'Document Name' below.
 2. Fill in the email for each signing role listed below.
 3. Signers will receive an email inviting them to sign this document.
- Employee:** Enter Recipient's Email (with a red box containing "Enter your email address here").
- Approving Supervisor:** Enter Recipient's Email (with a red box containing "Enter your supervisor's email address here").
- Accounts Payable Processor:** bsainz@csusm.edu
- Employee Review:** Enter Recipient's Email (with a red box containing "Enter your email address here").
- Cashier Processor:** sfs@csusm.edu
- Document Name:** FA-SFAR-Petty_Cash_Reimbursement_Form - [Name] (with a "Set Reminder" checkbox).
- Messages:** Please Sign. (with a red box containing "Add message where applicable and click the 'Submit' button").
- Files:** Document: FA-SFAR-Petty_Cash_Reimbursement_Form.

At the bottom of the form is a blue "Submit" button. A red arrow points from the "Messages" section to the "Submit" button.


- After clicking 'Submit,' you will receive an email to include all reimbursement information, including the purpose of the expense, amounts, and account and department ID codes. You can click the paperclip next to each expense to upload a scanned image of receipts

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EMPLOYEE REQUESTING REIMBURSEMENT

Name Date Email
 Phone Ext Department

DESCRIPTION OF EXPENSES

1	Coffee	Amount	<input type="text" value="\$25.00"/>	
2	cups	Amount	<input type="text" value="\$12.00"/>	
3		Amount	<input type="text"/>	
4		Amount	<input type="text"/>	
5		Amount	<input type="text"/>	
TOTAL			<input type="text" value="\$37.00"/>	

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- Upon submitting the reimbursement request, the form will be routed to the supervisor you indicated who has authority to approve the reimbursement request. Upon the supervisor's approval, the form will be routed to Accounts Payable for review. Upon approval by Accounts Payable, the form will route back to the original requestor for one last signature. Upon the requestor signing, Main Cashiering will be notified of the approval and will be ready to provide reimbursement.

If you have questions or need assistance filling out the form, please contact Student Financial Services at sfs@csusm.edu or 760-450-4490.