



EDUCATION CONSORTIUM OF CENTRAL LOS ANGELES

2801 S. HOOVER STREET, LOS ANGELES, CALIFORNIA 90007

(213) 743-4516 PHONE (213) 743-4511 FACSIMILE

Petty Cash Instructions

Basic Instructions

- **You have been entrusted with cash** to handle on behalf of your program. On the form you completed to request petty cash, **you agreed to be personally responsible** for returning to ECCLA receipts and cash totaling the amount of the check issued. 
- You should have received a **required Petty Cash Accounting Form** when you received the check and/or the cashbox from ECCLA. You **MUST** complete and return it with the receipts you are submitting. You may want to make additional copies of the blank form. The form is also available electronically by contacting ECCLA.
- **When you give out money in advance**, write the name of the person you give money to on the form **AT THE TIME YOU GIVE IT OUT**. You may want to note the amount given either in pencil, or next to the person's name. When the person returns the receipt and change to you, make sure that they total the amount given out, and complete the entry on the accounting form. 
- **If you are reimbursing someone**, complete all of the information on the accounting form **AT THE TIME**. It never pays to try and reconstruct it later from looking at the receipt.
- **NEVER round amounts**. Petty cash must be accounted for exactly.

Handling Receipts

- **Only original receipts** will be accepted. No photocopies. No print-outs from bank statements. No pages from credit card bills. If a particular business does not usually give receipts (say, a taco truck), the person making the purchase has to ask for one. If the business cannot comply, then the person cannot use petty cash to do business with that vendor. Receipts should reflect the vendor name, the date, the amount, and the item(s) purchased. Sometimes the person making the purchase has to write one or more of these bits of information on the receipt herself, or on a separate sheet attached to the receipt. This is fine, as long as it is legible and done **at the time** so the purchaser does not forget.
- **Get separate receipts when making personal purchases** at the same time as program purchases. **DO NOT** include personal purchases on the same receipt with program purchases. If you want to make a personal purchase, ask the cashier at the time to ring the two orders separately.

- **Receipts must be mounted** on 8 ½ x 11" sheet of paper when you are ready to turn them in. This keeps them from getting lost and helps in processing them once you return the cash and receipts to ECCLA. You can attach as many receipts as will fit on a page, and feel free to use the backs of recycled pages. **Please use staples wherever possible** to attach receipts to paper. If you use tape, be sure NOT to tape over any important information even though the tape is clear. The adhesive will erase the information in a fairly short amount of time.
- **Circle date of expense & amount** on the receipt to be reimbursed.
- **Enter each receipt on its own line of the Petty Cash Accounting form.** Do not combine items, even if purchased by the same person at the same time.



Replenishing, Transferring or Closing Out the Fund

- **If you need more petty cash**, complete a Petty Cash request form and submit it to ECCLA along with the Petty Cash Accounting Form and all receipts to date. If you are the person who will continue to administer the petty cash fund, you do not need to return the remaining cash at this point. The above documents can be sent to ECCLA by U.S. Post or by USC Campus Mail (MC 7740). **You do not have to come to the office.**
- **If you want to transfer responsibility** for the petty cash fund from one person to another, the original person must return the remaining cash and any receipts to ECCLA, and the new person should pick up that remaining cash, the cashbox and/or a new check (if applicable), and any forms needed to continue administering the fund. **The two people can come to ECCLA at the same time**, if desired, or separately. Please call ahead to make sure someone is in the office.
- **If you no longer need to have petty cash on hand**, submit the Petty Cash Accounting Form, all receipts, and any remaining cash to ECCLA.
- **WHEN YOU COME TO ECCLA**, make sure that the receipts and any remaining cash total the original amount advanced. Check that all entries are complete on the Petty Cash Accounting form. Do not leave the office until you have a signed receipt saying that ECCLA has received the cash and receipts from you.

