

UNIVERSITY OF MANITOBA POLICY

Policy:	PETTY CASH
Effective Date:	April 23, 2008
Revised Date:	March 18, 2014
Review Date:	March 18, 2024
Approving Body:	President
Authority:	
Responsible Executive Officer:	President, delegated to the Vice-President (Administration)
Delegate:	Comptroller
Contact:	Comptroller
Application:	All Employees

Part I Reason for Policy

- 1.1 The purpose of this Policy is to:
- (a) Establish circumstances in which petty cash funds may be provided to University departments and staff;
 - (b) Define allowable uses of petty cash funds; and
 - (c) Establish responsibility for safeguarding petty cash funds.

Part II Policy Content

- 2.1 A petty cash fund is a small amount of cash entrusted to a University of Manitoba employee. Its purpose is to facilitate the reimbursement of small, purely incidental, non-recurring University related expenditures in a timely and efficient manner.
- 2.2 Although it is recognized that some areas rely on petty cash to allow for efficient operation of University business, the provision of a petty cash fund is considered a privilege. This privilege may be withdrawn at any time.

- 2.3 Petty cash funds should never be used for: meals, entertainment, travel and business expenses. Reimbursement of these expenses should be claimed in accordance with the Travel and Business Expense Claims Policy.
- 2.4 The custodian of each petty cash fund is at all times responsible for the total of the fund.
- 2.5 Requests for new petty cash funds or replenishment of existing petty cash funds should be requested in accordance with the Petty Cash Procedure.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Comptroller is responsible for the implementation, administration and review of this Policy.
- 3.3 All University Staff are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 18, 2024.
- 5.2 In the interim, this Policy may be revised or repealed if:
 - (a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or

- (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.
 - (c) Policy 305 – Travel Petty Cash Expense Claim Procedures.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Petty Cash Procedure](#);
 - (b) [Travel and Business Expense Claim Policy](#); and
 - (c) [Financial Administration and Control of Research and Special Funds Policy](#).