Petty Cash Replenishment Request
Petty Cash Replenishment Request

Purpose:

- Treasury Policy and Procedure
- How to complete a PTA Petty Cash Replenishment Request
- Workflows and Financial Approvals
PTA Petty Cash Replenishment Request:

The Petty Cash Policy and Procedure is written and maintained by Treasury Services. We will continue to use the Petty Cash Replenishment form and refund slips. The policy and documents can be found on the Treasury Services website.

http://www.finance.caltech.edu/TreasuryServices/Petty_Cash

With the P2P implementation, you begin submitting your requests for replenishment through TechMart on a form request.
PTA Petty Cash Replenishment Request:
The PTA Petty Cash Replenishment Request is located on the Shopping Home Page in TechMart. Scroll to the bottom right where you will see Payment Services Forms.

* Custodian based form
Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

The first page contains the instructions and a link to the Treasury Services website.

Instructions

Caltech

Please attach a completed Petty Cash Replenishment Form and supporting documentation on the Attachments page before submitting this request. The Petty Cash Replenishment Form can be found on the Treasury Services website.

If you are requesting a new account or increasing/decreasing funds, please complete a PTA Payment Request Form and select the usage category of Petty Cash Setup.

For security reasons, do not include documents with social security numbers. If documents contain a social security number, please redact the number prior to submission.
PTA Petty Cash Replenishment Request:

**Details:** Enter your name in the Payee/Supplier field. This is a free form field that helps with labeling and sorting requests in Payment Services.
PTA Petty Cash Replenishment Request:

**Supplier:** Enter your name in the supplier field to locate your petty cash supplier record. If you find more than one supplier under your name, use the record with a remit site that states “Petty Cash”
PTA Petty Cash Replenishment Request:

**Questions:** Enter the Invoice Details. Use PCMMDDYY for invoice number.

**Invoice Details**

- Petty cash invoice numbers should start PC followed by the date the form is submitted (MMDDYY). Example: PC020718.

**Invoice Number**

- [Input field]

**Invoice Date**

- [Input field]
PTA Petty Cash Replenishment Request:

Questions:

For Description, enter Petty Cash and the date range of the activity.

*Ex. Petty Cash 3/1/18-3/31/18*

Enter total amount to be replenished and any special note to the processor if necessary.
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PTA Petty Cash Replenishment Request:

**Codes:** Select the PTA to charge. If you have a default PTA in your profile, it will show here. Multiple PTAs can be added to your profile to quickly select the code. Click edit to change or split the PTA.

<table>
<thead>
<tr>
<th>Line</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIN.000006</td>
<td>1.1</td>
<td>GB.000007</td>
<td>Supplies - Allocable</td>
<td>Caltech</td>
</tr>
<tr>
<td></td>
<td>PURCHASING&amp;PAYMENT SERVICES</td>
<td>1.1</td>
<td>AVP/CONTROLLER</td>
<td>Supplies - Allocable</td>
<td>Caltech</td>
</tr>
</tbody>
</table>
PTA Petty Cash Replenishment Request: **Codes:** Select Add Split to split PTA’s. For best results, use % of Qty. To assist with percentages, use show monetary calculations to see amounts.
Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

**Codes:** Splitting by Amount of Price can also be chosen by using the dropdown. When using this method, it’s best if you have a default PTA in your profile for Check Requests. If you do not have a default PTA, the system will require coding for other invoice fields such as discounts, tax, shipping, handling, etc.
Petty Cash Replenishment Request

PTA Petty Cash Replenishment Request:

**Codes:** To add a split using Amount of price, select edit and use the dropdown for Amount of price. Adjust amounts as necessary. If your profile has default PTA, the other invoice fields will not appear and require entries.
**Petty Cash Replenishment Request**

PTA Petty Cash Replenishment Request:

**Codes:** If you do not have a default PTA, choose % of Qty, enter percentages, then click save. Then use the dropdown to select Amount of price, and enter your amounts from there. This will also bypass the need to enter amounts for other invoice fields.
PTA Petty Cash Replenishment Request: **Attachments:** add the replenishment form and receipts for the request. Click Add Attachment and upload the documents from your computer.

Enter a name for the attachment and click browse. Click Save Changes when you are done.
PTA Petty Cash Replenishment Request:

**Review and Submit**: Review to see if all required fields have been completed. Go back to the incomplete sections if needed. Once you have completed everything, click Submit. You can also click Add to Favorites to save a template version for future requests.

![Review and Submit](image-url)
Add Favorite:
If you choose Add to Favorites, enter necessary information and click Save Changes. You may need to add a new folder if you do not already have one. This is helpful for recurring payments. The form can be used as a template for future requests. Favorites can be located in the Shopping menu.
PTA Petty Cash Replenishment Request:
Once you have submitted your request, the form status will change to Under Review. Click Form Approvals to see status of your request. Payment Services will review the form for accuracy and completion and then approve it in Form Request Workflow. After form approval, a voucher is created for Invoice Workflow.
PTA Petty Cash Replenishment Request:

**Invoice workflow:** The invoice stops with Payment Services for completion and then with a Invoice Financial Approver. After approved, it will export to Oracle for payment. To review invoice workflow, click the approvals tab on the voucher.
PTA Petty Cash Replenishment Request:

**Invoice workflow:** In the Approvals tab, you will see the status of the voucher (invoice). Payment Request Invoice Review is a workflow step for Payment Services. Form Financial Approval is for the Invoice Financial Approver. The Invoice Financial Approver must be set up in your profile as a default approver. Once it completes all steps, it will export to Oracle.