

TechMart Guide for Petty Cash

This guide is an overview of establishing, replenishing, and closing a petty cash account. Refer to the following policy and training materials for more details.

Institute's Petty Cash Policy:

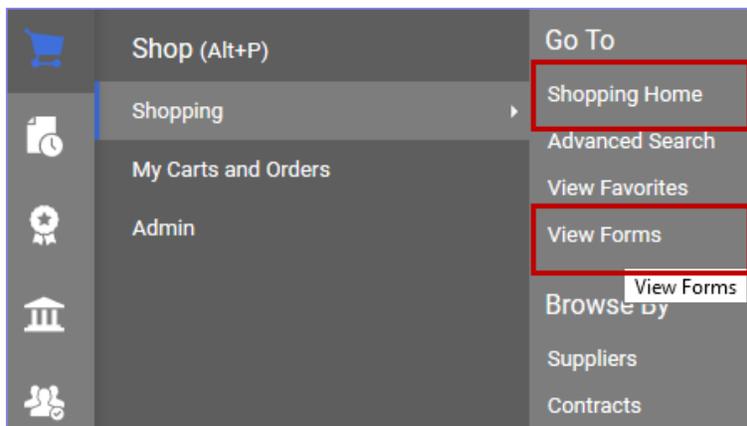
http://finance.caltech.edu/documents/15142/pp_petty_cash_funds_document_2017.pdf

TechMart Tutorial – Refer to the Payment Request Guide because most of the steps are the same as the Petty Cash Replenishment Form.

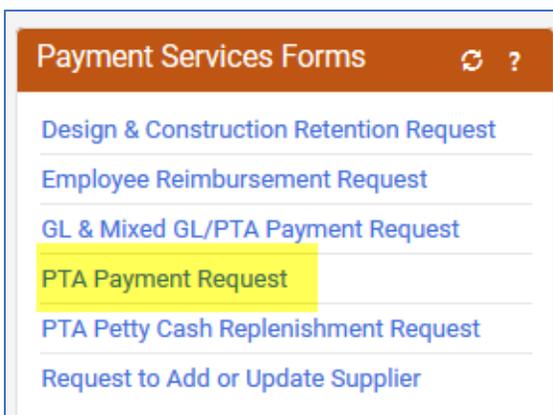
http://procurement.caltech.edu/documents/13210/PaymentRequest_Training_Sep_2019_tm.pdf

New Petty Cash Fund

1. Submit PTA Payment Request Form in TechMart. The form can be found in the Shopping Cart Section. Select either Shopping Home or View Forms.



2. Select PTA Payment Request from the Payment Services Forms section.



- For a step-by-step TechMart instructions, please refer to the training guide posted on the Procurement Services website or e-mail SpecialtyTeam@caltech.edu
- New custodians must be set up in Oracle Supplier and the name would not be available in TechMart yet. Select “New Supplier” and a Specialty Team member will submit a request to Supplier Management to create a Petty Cash Custodian record.

Note: Do not select the employee’s provisional record that is intended for expense and travel reimbursements.

PTA Payment Request		Supplier	
Form Number	2680145	Supplier *	<input type="text" value="New Su"/>
Purpose	Check Request		New Supplier
Status	Incomplete	Shipping Fee Type *	Flat Fee
Instructions			

- In the Questions Section, go to the Usage Category and select “Petty cash set up.”

Please choose the best usage category for this request * 🔍

PTA Payment Request		Usage Category
Form Number	2680145	Human subjects
Purpose	Check Request	Instructor fees for CTME
Status	Incomplete	Insurance premiums and benefits (HR and Pa
Instructions		Legal services
Details		Licenses and permits
Supplier		Medical and physician services
Questions		Meetings and conferences
Codes		Membership dues
Additional Information		Mileage (no overnight stay)
		Petty cash set up (not replenishment)
		Postage
		Prizes and awards
		Refunds

6. Complete the remaining fields in the Questions Section.

- Amount – fund amount requested
Note: Funds \$5,000 and greater requires approval from Treasury Services
- Description – purpose of petty cash fund
- Disposition of payment – direct deposit

Disposition of Payment

How should the payment be delivered? *

- US Postal Mail
- US Postal Mail with attachments
- Fed Ex (air bill required)
- Fed Ex with attachments (air bill required)
- Direct deposit
- International Wire Transfer

When payment is issued, the custodian will receive an e-mail notification from the Disbursements Team. Please allow 3-5 business days for cash to be available at the Credit Union.

Note: Campus custodians will pick up cash at the Credit Union on Wilson. Custodians who work at offsite locations will receive a check payment to be cashed at your local bank.

7. Complete the rest of the form and submit. Attachment(s) is not required new funds.

Details	✓
Supplier	✓
Questions	✓
Codes	✓
Additional Information	✓
Attachments	✓
Review and Submit	

Petty Cash Replenishment

1. Prepare all refund slips, receipts and count remaining cash. Reconcile receipts and cash (receipts + available cash = fund total).

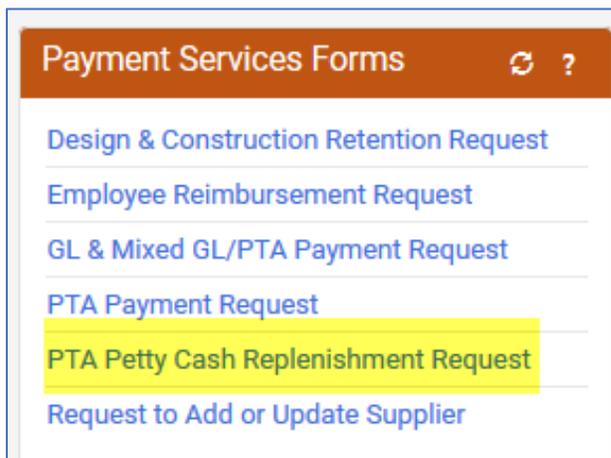
Below is an example of the Refund Slip Form:

http://finance.caltech.edu/documents/14913/petty_cash_refund_slip.xls

 PETTY CASH REFUND SLIP Petty Cash Custodian					
VOUCHER NO: _____			DATE: _____		
DEPARTMENT CODE: _____					
RECEIVED THE SUM OF: _____					
PURPOSE OF REIMBURSEMENT: _____					
POETA:					
PROJECT	TASK	AWARD	EXPENDITURE TYPE	DESCRIPTION	AMOUNT
REQUESTED BY (Print name)		RECEIVED BY (Sign)		AUTHORIZED APPROVER (Print name and Sign)	

2. Prepare PTA Petty Cash Replenishment Form in TechMart. The form can be found in the Shopping Cart Section. Select either Shopping Home or View Forms.

If you do not have access to the form, please e-mail TechMartHelp@caltech.edu



- In the Detail Section, go to Payee/Supplier Name. The default value is the TechMart template name. Delete value and enter Custodian Name.

PTA Petty Cash Replenish...		Details	
Form Number	2680133	Payee/Supplier name *	PTA Petty Cash Replenishment Requ
Purpose	Check Request	Purpose	Check Request Payee
Status	Incomplete	Template Title	PTA Petty Cash Replenishment Reques
Instructions			
Details 			

Details	
Payee/Supplier name *	LETTY DIAZ
Purpose	Check Request
Template Title	PTA Petty Cash Replenishment Request
Form Type	Petty Cash

- In the Supplier field, enter a partial value and select the correct Supplier Name from the list of values. Petty Cash Custodian records are created as **First Name/Last Name format**.

Note: Do not select the employee's provisional record that is intended for expense and travel reimbursements.

Supplier	
Supplier *	<input type="text" value="LETTY"/> <ul style="list-style-type: none"> LETTY DIAZ DIAZ, LETTY(HSS Division Administration)
Shipping Fee Type *	

- **Correct Supplier Name** – Payment will be issued as direct deposit to the Credit Union with an e-mail confirmation authorizing cash pick up.

Supplier

Supplier ★
[Supplier Search |](#)

Shipping Fee Type ★

Shipping ★

Handling Fee Type ★

Handling ★

Remit-To Address

Remit-To Address ★
 DIRECT DEPOSIT
 Pasadena, CA 91125

- **Incorrect Supplier Name** – Check will be mailed to employee’s home address as listed in Oracle HR. If the employee is enrolled in direct deposit, petty cash replenishment will be deposited to his/her personal bank account.

Supplier

Supplier ★
[Supplier Search |](#)

Shipping Fee Type ★

Shipping ★

Handling Fee Type ★

Handling ★

Remit-To Address

Remit-To Address ★
 PROVISIONAL
 Employee (See Oracle)
 Pasadena, CA 91125
 United States

5. Complete the rest of the form: Questions, Codes, and Attachments.

Important: TechMart has a limited attachment(s) storage. Please scan documents in black and white with lower resolution. Do not exceed 50 pages or 20 separate attachments. Submissions exceeding the maximum allowable attachments will be returned.

Petty Cash Closeout

TechMart does not support the petty cash closeout process since payment is not required. Generally, the process also includes returning the remaining cash to the Credit Union. Closeout documents must be e-mailed to the Specialty Team for final posting. Originals may be retained by the division/department.

1. Reconcile receipts, refund slips, and cash. Receipts and remaining cash must equal fund amount.
2. Complete the Petty Cash Closeout Form and allocate expenses to the appropriate PTAE(s). The Petty Cash Custodian will **NOT** submit documents in TechMart.
https://procurement.caltech.edu/documents/15904/petty_cash_closeout_form.xlsx
3. Complete the Cashier's Deposit Form. Return cash to the Credit Union and bring both deposit and closeout forms. Please provide copies to Payment Services.
http://finance.caltech.edu/documents/15143/cashier_deposit_general_revised_july_2017.pdf
4. Scan and e-mail all documents to SpecialtyTeam@caltech.edu along with the receipt from the Credit Union.
5. One of our Specialty Team members will process the final closeout in Oracle and will post the expenses (cash disbursed) to the PTA(s) provided.

End of Process