

# How to Close a Petty Cash Fund

This document will walk you through the steps to close an approved Petty Cash Fund.

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## **Step 1: Reconcile the fund** with the Unit Approver.

- The [PCR form](#) is a great tool for this! Both the custodian and Approver should sign off on the form showing that it is in balance, or if any discrepancies in the fund exist. (Unreimbursed receipts and cash on hand should equal the authorized amount of the fund.)
- If there are any discrepancies solve this before moving on to next steps. Reach out to [pcgc@ucdenver.edu](mailto:pcgc@ucdenver.edu) with any questions.

## **Step 2: Replenish the fund for all final expenses**

- Do this by submitting a [Payment Authorization](#) to [APinvoice@cu.edu](mailto:APinvoice@cu.edu). This should bring the fund back to the authorized fund amount.

## **Step 3: Prepare a Cash Receipt form for the full petty cash amount.**

- The Cash Receipt should identify the Speedtype associated with the fund and the Account ChartField 000200 (Petty Cash).
- For speedtypes beginning with '630, 631, 634, 635, or 636' the cash receipt must first be taken to the **Office of Grants & Contracts (Building 500, Room W1131)** before being processed by the bursar's office.
- Take the Cash Receipt to the Bursar's Office and deposit the fund.

**Step 4: Send a copy of the Validated Cash Receipt to [PCGC@ucdenver.edu](mailto:PCGC@ucdenver.edu)** and a copy of the Petty Cash Fund original approval (signed) so we may officially close out the fund.

**Please email [PCGC@ucdenver.edu](mailto:PCGC@ucdenver.edu) with any questions!**