

Petty Cash / Change Fund Custodian Liability Agreement and Verification

Questions? Contact DOA.DOF.AcctSvcs@alaska.gov

Please Print or Type

USER INFORMATION

AGENCY EMPL ID NUM EMPL NAME EMPL PCN REQUEST TYPE

GENERAL INFORMATION

This form will give the employee authority as a Custodian for a Petty Cash or Change Fund as notated below.

AUTHORITY

ALASKA ADMINISTRATIVE MANUAL SECTION 50.210. PETTY CASH.

All petty cash funds are advanced from an "Imprest Cash" account in the general fund. Authorizations are not charged when these funds are established. Only one petty cash fund may be established for each major office or location with a department. The total of each petty cash fund may not exceed one and one-half times the average monthly activity. Disbursements from petty cash should be kept small, not more than a few dollars to pay postage due and similar modest transactions. A request to establish a petty cash fund will be submitted to the Division of Finance.

The law that authorizes petty cash funds (AS 37.05.165) provides that

The Department of Administration shall determine the amount of the petty cash accounts needed by each State agency and inspect the petty cash accounts at least once each year to determine that the total, plus amounts of receipts for unreplenished disbursements, is equal to the fixed sum of cash set aside. The department shall adopt necessary regulations governing the use and replenishment of petty cash funds.

Except in unusual circumstances, each petty cash fund is in the sole custody of a single employee. Each custodian must reimburse the petty cash fund at least twice a month. Failure to request reimbursement at this rate is considered an indication that the activity of the fund is such that it is not needed or that it should be reduced. Reimbursement is obtained by preparing a voucher supported by satisfactory evidence of disbursements. The details of expenditures made from the petty cash fund must be listed on the front of the petty cash envelope when the fund is reimbursed. The petty cash envelope (with receipts) enclosed must be used for all reimbursements. All disbursements from petty cash will be for authorized purposes only. A petty cash fund may not be used to cash checks for the convenience of employees or other persons.

Should a petty cash fund need to be temporarily closed for a period of 60 days or more, for example, while an AMHS ferry is in dry dock, the entire fund should be deposited back into the fund from which it was drawn. When the cash drawer is needed to be back in service, a new petty cash warrant will be issued to replenish the fund.

As of June 30 each year, a special cash count and certification are required for each petty cash fund. Forms for the count are supplied by the Division of Finance prior to June 30. The verification should be completed promptly and one copy of the verification should be returned to the Division of Finance. In addition, each department requesting a fund is responsible for making periodic, unannounced cash counts of the funds assigned to it.

The Division of Finance may deduct the entire balance of a fund from the final pay of any employee who has not cleared a fund upon termination.

If the custodian deems it necessary to place the petty cash in a bank account, the Cash Management Section is to be contacted to obtain instructions for establishing the account.

ALASKA ADMINISTRATIVE MANUAL SECTION 50,220. CHANGE FUNDS.

Change funds are established and controlled in the same manner as are petty cash funds, but are strictly revolving funds and require no replenishment.

The number of change funds needed by an agency depends on the number of locations where collections in the form of coin and currency are regularly received. If an agency collects coin and currency on an infrequent basis a change fund should not be needed.

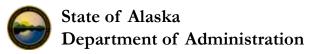
Cash collections should not be kept with a change fund after the close of a business day. Each change fund must be kept in a suitable container during business hours. During non-business hours, the container must be stored in a secure facility.

Should a change fund need to be temporarily closed for a period of 60 days or more, for example, while an AMHS ferry is in dry dock, the entire fund should be deposited back into the fund from which it was drawn. When the cash drawer is needed to be back in service, a new change fund warrant will be issued to replenish the fund.

Requirements pertaining to verification of petty cash funds also apply to change funds.

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USER	INFORMATION	N

AGENCY	EMPL ID NUM	EMPL NAME	EMPL	PCN	REQUEST TYPE			
CUSTODIAN LIABILITY AGREEMENT								
LOCATION	CATION AMOUNT \$		EFFECTIVE DATE	PCF ID				
FUND AMOUNT AMO		IANGE FUND OUTSTANDING MOUNT RECEIPT(S) AMOUN		CASH ON HAND AMOUNT \$				
responsibility o	n of the Petty Cash /	, and und	, in the ar erstand I am personally liable fo is, and my ID is PC	mount of \$_ r any shorta	ge of the fund that occurs			
I have read and	understand the guide	elines specific in the Alaska	Administrative Manual, Section	50.210 or Se	ection 50.220 as applicable.			
		belong to the Departmen	t of Administration, Division of	Finance in	Juneau, and we are ac-			
	Your location	ha	as a petty cash/change fund of \$	<u> </u>				
Please indicate	what your distribution	n is for each fund. You m	ay or may not need or have a cha	ange fund fo	or your location.			
	Petr	y Cash Fund \$	/ Change Fund \$					
Your signature the funds at you		you have been notified tha	t you are the petty cash custodian	n and you ha	ave verified the amount of			
Outsta	anding Receipt(s) An	ount: \$ /	Cash On Hand Amount: \$					
PRINTED NAME			SIGNATURE		DATE			
	DELEGA	TION OR VERIFI	CATION ACKNOWLE	DGMEN	JT			
			cash / change fund to the new 210, and AAM 50.220. I verify		, to of funds at this location.			
	PRINTED NAME, TITL	E	SIGNATURE		DATE			
		FINANCE OFF	ICER ACCEPTANCE					
Please sign a	nd return this form	to your department's Fin	ance Officer found at https://c	loa.alaska.g	ov/dof/acct/sfoa.html			
PRINTED NAME			SIGNATURE		DATE			

Once finalized, submit this form via Email to: <u>DOA.DOF.AcctSvcs@alaska.gov</u>

If Request Type is ACFR Reporting, please submit this form to <u>DOA.DOF.ACFR.Letters@alaska.gov</u>