

Loyola University Maryland
Petty Cash Lockbox Procedures
Updated: November 2009

Introduction

A petty cash lockbox may be used in a department when there is a demonstrated and ongoing need to access small amounts of cash for the purpose of making change for cash transactions.

Departments maintaining a petty cash lockbox must abide by all guidelines outlined in this policy.

Under no circumstance should personal reimbursement, payment for services, payment for small expense items or payment for gift cards be paid through the petty cash lockbox. These activities must be conducted through the use of the University's Procurement Card, cash reimbursement (up to \$150.00) from Student Administrative Services, check reimbursement from the Disbursement's Office or proper Payroll processes.

Establishment of Petty Cash Lockbox

The Director of Student Administrative Services has the authority to approve and repeal the use of a petty cash lockbox. Contact the Director of Student Administrative Services at extension 2044 for additional information.

Operating Procedures

Once a petty cash lockbox has been authorized by the Director of Student Administrative Services for a department, the following operating procedures must be followed:

1. Designation of Custodian

A custodian of the lockbox, who is directly responsible for the safe keeping and disbursement of the cash, must be approved by the Director of Student Administrative Services.

2. Physical Security

When not in use, the lockbox's currency must be placed in a safe or a locked box and kept in a properly secured area. The lockbox must be housed on Loyola property. If the lockbox must be used off campus, it should be returned as soon as possible, no later than the next business day. In the event of a theft, the loss must be reported to the campus police immediately.

Internal Controls

Once a month, a second member of the department who is not the Custodian must count the funds in the lockbox and initial the Petty Cash Lockbox Count Sheet. Any discrepancies between actual cash on hand and the approved lockbox amount must be reported to the Director of Student Administrative Services immediately.

At least once per fiscal year, an ad hoc cash count of each petty cash lockbox will be performed by either the Controller's Office or Student Administrative Services.