

Task:	Petty Cash		
Sub-Process:			
Preceding task:			
Revision Date:	Oct 9, 2008	SOP Reference #	
Description:	The preferred purchasing method for small business expenses is by procurement card. When using a procurement card is not possible, however, units may use funds from petty cash. Use petty cash to pay only for small-dollar expenses or reimbursements, typically not exceeding \$25.00 per transaction. These expenses may include out of pocket costs for day trips, such as tolls, parking, mileage, etc.		
Responsibility:	Faculty/Staff/Student; Dept/Unit Petty Cash Custodian; ASC Transaction Team		
Frequency:		Timing:	
Process Steps:	<p><u>Faculty/Staff/Student</u></p> <p>Step 1: Purchase goods/services with personal funds and receive a receipt (obtain a tax exemption form prior to purchase if applicable).</p> <ul style="list-style-type: none"> • Sign, date, and write business purpose on sales receipt. Include account number/project to charge the expense. • Present receipt to the Department/Unit Petty Cash Custodian for reimbursement. <p><u>Department/Unit Petty Cash Custodian</u></p> <p>Step 2: Manage petty cash/Reimburse purchases</p> <ul style="list-style-type: none"> • Keep petty cash funds in a cash box locked in a secure area, and never leave the funds in an unlocked desk drawer or cabinet. • Record all petty cash reimbursements and collect receipts for those reimbursements. Ensure that each receipt has the <i>business purpose</i> noted. • Reimburse purchaser up to \$25.00 per transaction. • File the original receipt and petty cash transmittal awaiting reimbursement. • Complete reconciliations monthly and each time the fund is replenished. • Submit the Cornell University Petty Cash reconciliation sheet (Addendum A) to the ASC to request reimbursement. Attach original receipts with the request. It is recommended that each receipt be affixed to an 8 1/2" x 11" sheet of paper for document control purposes (Addendum B). • Report overages or shortages to your supervisor, and adjust funds accordingly. • Submit reconciliations to the Dept. Chair or Unit Leader, supervisor, or designee for his/her review and approval. • Retain copies of fund reconciliations in accordance with Cornell University Policy 4.7, Retention of University Records (6-year retention). • Send copies of approved reconciliations to the Division of Financial Affairs upon request (yearly). • Receive and cash check to replenish petty cash. <p><u>ASC Transaction Team</u></p> <p>Step 3: Process A/P Voucher</p> <ul style="list-style-type: none"> • Prepare A/P voucher for petty cash reimbursement and send to the Division of Financial Affairs. • File completed transaction. 		

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American Home Economics Association



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Labour Relations in the Global Fast-Food Industry Tony Royle, Brian Towers, 2004-08-02 The fast food industry is one of the few industries that can be described as truly global not least in terms of employment which is estimated at around ten million people worldwide This edited volume is the first of its kind providing an analysis of labour relations in this significant industry focusing on multinational corporations and large national companies in ten countries the USA Canada the UK the Netherlands Germany Australia New Zealand Singapore and Russia The extent to which multinational enterprises impose or adapt their employment practices in differing national industrial relations systems is analysed Results reveal that the global fast food industry is typified by trade union exclusion high labour turnover unskilled work paternalistic management regimes and work organization that allows little scope for developing workers participation in decision making let alone advocating widely accepted concepts of social justice and workers rights Implementing ISO 9000:2000 Matt Seaver, 2001 This text is aimed at the busy manager or proprietor who needs to implement ISO 9001 It consists of a commentary against each clause of ISO 9004 guidelines for performance improvements explaining the practical benefits of implementing the guidance that is given in the standard Franchising & Licensing Andrew J. Sherman, 2011 The definitive resource for corporations in myriad industries now completely revised and updated Operations and Process Management Nigel Slack, Alistair Brandon-Jones, 2018-02-13 Written by best selling authors in their field the fifth edition of Operations and Process Management inspires a critical and applied mastery of the core principles and process which are fundamental to successfully managing business operations Approaching the subject from a managerial perspective this innovative text provides clear and concise coverage of the nature principles and practice of operations and process management **Franchising** Robert T. Justis, Richard J. Judd, 1989 Covers the franchisor franchisee relationship Includes a sample franchise contract *The Professional Bar & Beverage Manager's Handbook* Amanda Miron, Douglas Robert Brown, 2006 CD ROM contains forms in PDF and a business plan in MS Word **Fast Food Services** American Home Economics Association, 1977 **Manager's Guide to Operations Management** John Kamauff, 2009-10-09 The secrets to improving operations while maintaining the highest quality How do you operate at maximum efficiency with minimum cost Manager's Guide to Operations Management addresses one of the most pressing business issues of our time by offering easy to implement advice on creating the most effective streamlined operations possible This quick reference guide explains how to Improve your production processes Boost quality using the Six Sigma approach Manage supply chains and inventory Forecast plan and schedule efficiently With Manager's Guide to Operations Management you have the tools you need to ensure a smooth steady work flow while producing products and services of the highest quality the secret to business success **Student Study and Lecture Guide for Use with Operations Management for Competitive Advantage** Marilyn M. Helms, Richard B. Chase, F. Robert Jacobs, Nicholas J. Aquilano, 2005-04 *The Stop & Go Fast Food Nutrition Guide* Steven G. Aldana, 2007 The Stop Go Fast

Food Nutrition Guide shows you how to navigate the fast food maze and choose foods that are actually good for you The guide uses the colors of the stop light red yellow and green to help individuals choose foods that lead toward or away from good health The Stop Go Fast Food Nutrition Guide is the only guide that shows you how to navigate the fast food maze and identify fast foods that are actually good for you With the help of a nationally recognized panel of nutrition experts Dr Aldana has color coded almost 3 500 fast foods from 68 different restaurants Now you can sort though the fast food maze and select the healthy foods and avoid the unhealthy ones Keep the guide in your glove box for easy access

Handbook of Management for the Growing Business Carl Heyel,Belden Menkus,1986

Kleppner's Advertising Procedure, Instructor's Manual with Video Guide Bertrand Russell,Jerry M. Engel,2004-09

Food and Nutrition Information and Educational Materials Center catalog Food and Nutrition Information Center (U.S.),1976

Study Guide for Use with Production and Operations Management Marilyn Helms,Richard B. Chase,Nicholas J. Aquilano,F. Robert Jacobs,2000

Standard textbook for the OM course in a business administration program revised and updated to capture the new developments in the field since the 5th edition of 1989 Annotation copyrighted by Book News Inc Portland OR

A Practitioner's Guide to Public Sector Productivity Improvement Elaine Morley,1988 This study aims to help public sector practioners use productivity improvement to cope with fiscal stress Covering aspects such as meaning measurement implementation and maintenance it is not overwhelming in size or detail but is presented in a direct way that facilitates use

The Guide to Franchising Martin Mendelsohn,1982

Fast Food John A. Jakle,Keith A. Sculle,1999 The authors contemplate the origins architecture and commercial growth of roadside eateries in the United States over the past 100 years 217 maps photos postcards drawings

Clinical methods ; a guide to the practical study of medicine Sir Robert Hutchison,1918

Planning and Control for Food and Beverage Operations Jack D. Ninemeier,Michael L. Kasavana,1986

Intro Busns Stats Shiffler,Angela Adams,1990-02

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