Case Western Reserve University

Accounting Procedure

Speedtype Request Form Instructions

PETTY CASH FUNDS

An example of a Petty Cash fund may be to have a small amount of cash to make change in a department that conducts daily cash transactions, or to provide cash for research study participants. Miscellaneous small expenditures are typically now done using a P-Card or D-Card, and do not usually require a Petty Cash fund.

When setting up a Petty Cash Fund, the Speedtype Request Form is now replacing the Petty Cash Request/Authorization Form. Please fill out the Speedtype Request Form (attached; click paperclip icon to the left of these instructions) according to the following instructions:

- At the top of the form, please select whether you are requesting a new Petty Cash fund speedtype, or changing an existing one. If requesting a new Petty Cash fund, the requested name should be “P/C – “ and the name of the custodian. Please describe what the fund will be used for in the REASON/PURPOSE box. If you need to change the custodian of a Petty Cash fund, the policy has changed and you will need to close the current fund and open a new fund for the new custodian. An acceptable change would be if the fund is being used for a different purpose (a new research study, for example) than it was originally created for, or to increase/decrease the amount of Petty Cash.
- All fields below the BOLD divider line MUST be filled out
- REQUEST DATE – the date the form is filled out
- REQUESTOR NAME/TITLE – the name of the person filling out the request form and their position title
- DEPARTMENT #/NAME – Requestor’s department
- REQUESTOR PHONE #/E-MAIL - contact information for the person filling out the form
- Any Restrictions (drop-down box: yes/no) – Select NO for Petty Cash.
- DESCRIPTION OF INCOME – N/A for Petty Cash
- DESCRIPTION OF EXPENSES – explanation of the types of expenses the fund is being set up to cover; if fund is for research study participants, list the sponsored project speedtype here
- RECONCILER NAME/TITLE – this will be the Custodian.
- ROLLUP DEPT #/NAME – the department providing the cash for the fund.
- LOCATION CODE – the campus mail code for the Custodian.

At the bottom of the form is a section for the Department Finance Manager’s approval. Fill in the name and title of the Finance Manager in the appropriate boxes, then the manager will check either approved or not approved, and sign and date the form. Instructions for inserting an electronic signature are included on the form.

Once the form has been completed and approved by the Department Finance Manager, click on the “Submit by E-mail” button in the top right-hand corner of the form; this will open an email in Outlook pre-addressed to General Accounting, and automatically attach the form. All submissions should be done electronically.

Once the form has been received by General Accounting, it will be reviewed and any questions addressed to the Requestor. Upon approval, the Custodian will be sent two forms, the Custodian Responsibilities memo and the Statement of Receipt and Responsibility. After the Statement of Receipt and Responsibility is signed and witnessed, it should be sent back to General Accounting, whereupon the Petty Cash speedtype will be created, and a payment request will be submitted to Accounts Payable. The Custodian will be notified via e-mail when the check is available for pickup at the Cashier's Office.