ESTABLISHING A NEW FUND

- If the fund has not been established, the person requesting the funds will submit a New Supplier Request in JAGGAER. The supplier name will be in the format of 'Petty Cash – (location).' The custodian's name will go on address line 1. The form requires a supervisory signature and will be used as documentation when receiving funds and kept on file in the Office of Accounts Payable upon completion.
- Email ap@bsu.edu to request a unique Account Code and vendor ID be created
- The Office of Accounts Payable will notify you of the appropriate Account Code and Vendor ID# to be used when requesting funds.

CHOOSING THE APPROPRIATE CUSTODIAL FUND AGREEMENT

Custodial Fund Agreement- To be used for Academic Year or Calendar Year Revolving Funds.

Short-term Custodial Fund Agreement- To be used for specific events or when the funds are needed for a short period of time.

REQUESTING FUNDS

The person requesting the funds will submit a JAGGAER Non PO Payment Request Form, choosing the 'Revolving fund activity (change fund)' option from the drop-down box. The supplier name chosen will be in the format of 'Petty Cash – (location).' The address chosen will be the address with the custodian's name on address line 1. A completed Custodial Fund Agreement will be used as documentation and attached to the requisition. A paper check will be made payable to the supplier (custodian). The custodian of the fund will cash this check and place the proceeds in the appropriate location as listed in the Custodial Fund Agreement.

USING THE APPROPRIATE FOAPAL

When requesting funds, returning funds, or increasing/decreasing the balance of the fund please use the Fund and Account code assigned to your Revolving Fund. If you are unsure what that is, please contact the Office of Accounts Payable at ap@bsu.edu or 765-285-1327.

When submitting a Petty Cash Voucher or JAGGAER Non PO Payment Request Form to replenish the fund, please use the appropriate departmental expense FOAPAL.

CUSTODIAN CHANGE

If the custodian of the Revolving Fund changes during the fiscal year, a new Custodial Fund Agreement should be completed by the new custodian. An audit of the Revolving Fund should also be done at this time. Whenever possible, the audit should be done jointly, by both the outgoing and incoming custodian. The form must have the proper approvals and be forwarded to the Office of Accounts Payable at ap@bsu.edu.

REPLENISHING FUNDS

When submitting a Petty Cash Voucher to replenish the fund, please use the appropriate departmental expense FOAPAL.

When creating a JAGGAER Non PO Payment Request Form, choose the 'Revolving fund activity (change fund)' option from the drop-down box. Please use the appropriate Revolving Fund Petty Cash supplier # and departmental expense FOAPAL.

INCREASING FUND BALANCE

Please follow the same procedure as outlined in REQUESTING FUNDS. Complete the Non-PO Payment Request Form for the amount of increase you are requesting. Use the FOAPAL for Issuance as listed on your Custodial Fund Agreement.

DECREASING FUND BALANCE

Contact ap@bsu.edu with your intent to decrease your fund. Use a Cash Receipts Voucher or CashNet to reduce the amount of the Fund. Use the FOAPAL for Issuance as listed on your Custodial Fund Agreement. Take the CRV or CashNet deposit form and the cash and/or checks to the Student Financial Services window for deposit.

RETURNING FUNDS

1. Contact ap@bsu.edu with your intent to return funds.
2. Verify cash on hand equals the authorized Revolving Fund balance.

    a) If cash on hand is less than the authorized Revolving Fund amount, and you have receipts comprising the difference:
    - Use a Cash Receipts Voucher or CashNet for the cash on hand to the FOAPAL for Issuance as listed on your Custodial Fund Agreement.
    - Add lines to the CRV/CashNet to debit the appropriate expense FOAPAL (amount of receipts) and credit the FOAPAL for Issuance as listed on your Custodial Fund Agreement.
    - The total amount of credits should equal your authorized Revolving Fund balance.

    b) If cash on hand is less than the authorized Revolving Fund amount, and you do not have receipts comprising the difference:
    - Use a Cash Receipts Voucher or CashNet for the cash on hand to the FOAPAL for Issuance as listed on your Custodial Fund Agreement
    - Process a Journal Voucher for the 'Cash-Short' amount using the appropriate Account Code based on your Fund. If you need assistance with the appropriate Account Code, please contact erpfinance@bsu.edu .

    c) If cash on hand is in excess of the authorized Revolving Fund amount:
    - Use a Cash Receipts Voucher or CashNet for the cash on hand to the FOAPAL for Issuance as listed on your Custodial Fund Agreement for the authorized Revolving Fund amount.
    - Process a Journal Voucher for the 'Cash-Over' amount using the appropriate Account Code based on your Fund for the amount of overage. If you need assistance with the appropriate Account Code, please contact erpfinance@bsu.edu .