

## PETTY CASH CUSTODIANS

Custodians *	Division/Departments Covered	Location	Phone
Jeanette Edwards	Division of Academic Affairs	Ojai Hall (OJA)	2608
Kara Waycasy	Department of Facilities Services	Ironwood Hall (IRO)	x3912
Christine Malham	President's Office	University Hall (UNI)	x3991
Teresa Montoya-Morua	Division of Business and Financial Affairs, University Glen Corporation, and Other Campus Units	Lindero Hall (LIN)	x3514
Liza Ernst	Division of Technology and Communication, and Other Campus Units	Solano Hall (SOL) - 2162	x2711

Auxiliary Custodians	Division/Departments Covered	Location	Phone
Tom Froelich	Foundation	Univ Hall (UNI)	X3165
Annie Block-Weiss	Associated Students, Inc.	Ironwood Hall (IRO)	X1674

\* Making an appointment with your designated Petty Cash Custodian is preferred.

### Petty Cash Q&A

- Purpose of Petty Cash Funds - Petty cash funds enable faculty, staff, and students to pay for, or be reimbursed, cash for minor business expenditures. However, Direct Deposit/ACH is the preferred method of reimbursement. The Direct Deposit/ACH [Enrollment Form](#) can be found on the Financial Services website (or by clicking the above link).
- What Is Needed To Process - There are two means by which Petty Cash can be reimbursed: 1) Submission of your reimbursement to the Accounts Payable Department; 2) Submission of your reimbursement to your division/department Petty Cash Custodian for payment.
- When Petty Cash May be Used - Reimbursements from petty cash are authorized for purchases and expenditures up to and including **\$50.00 per transaction (including sales tax), with a maximum reimbursement of \$50.00 per person, per day.** In general, petty cash can be used to reimburse for valid business expenses, but **cannot be used for any travel related expenses.** All travel related expenses must be submitted on a [Travel and Expense Claim Workbook](#) (TEC) and submitted to the Accounts Payable Department.