

Petty Cash Custodians

Campus Custodians:	Division/Departments Covered:	Location:	Phone
Jeannette Edwards	Division of Academic Affairs ONLY	Ojai Hall (OJA) – 1934	X2608
Shana Tanajiraphaisal	Department of Facilities Services ONLY	Arroyo Hall (ARO)	X3912
Christine Malham	President's Office ONLY	University Hall (UNI)	X3991
Teresa Montoya-Morua	Division of Business & Financial Affairs, University Glen Corporation, and Other Campus Units	Lindero Hall (LIN)	X3514
Kristin Steiner	Division of Technology & Communication & Other Campus Units	Solano Hall (SOL) – 2162	X2711

Auxiliary Custodians:	Division/Departments Covered:	Location:	Phone
Anna Tovar	Foundation	University Hall (UNI)	X3787
Dianna Ballesteros	Associated Students, Inc.	Student Union (USU)	X3273

* 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.