

Procedures for Requesting and Receiving a Temporary Petty Cash

1. Request in writing to the Controller. Include the purpose of the request and the date the funds are needed and who will be responsible for the funds.
2. Controller will email the requester approval or denial.
3. If approved, a copy of the request with the Controller's approval will be attached to a check request and processed.
4. Requester or the employee responsible for the funds should go to La Capitol Federal Credit Union one work day before the funds are needed to pick up the check.
5. Requester or employee responsible for the funds will sign a "Receipt of Petty Cash" form at La Cap and the Bank employee will release check. A copy will be given to the receiver of the funds. If you want cash at that point, the bank will cash the check for you.
6. One to two work days after the event, the Requester or the employee responsible for the funds must return the funds to La Cap.
7. If the funds are not returned timely, these funds will be deducted from the employee's next salary payment.
8. A copy of the "Receipt of Petty Cash" will be given to the Employee signing the form.