

HSS Petty Cash Policy

The requirements of this HSS Petty Cash Policy are in addition to and, in some cases, more restrictive than Caltech's "[Policy and Procures for Institute Petty Cash Funds](#)" (the Institute policy). HSS petty cash custodians and recipients must follow both the Institute and HSS policies. No deviations are permitted without the advance authorization of the HSS Chair or Division Operations Officer.

1. Petty cash shall be used only for human subject payments in research experiments and for no other purpose unless authorized in advance by the Division Operations Officer.
Note: Using petty cash to pay for any service is prohibited by the Institute policy.
2. The person requesting and receiving petty cash from a custodian must be the person responsible for conducting the experiment. For example, it is not appropriate for one lab member to request and receive petty cash funds on behalf of another lab member.
3. The person requesting and receiving petty cash must indicate a return date for receipts and any remaining funds that is no later than 21 calendar days from the date the funds are dispersed. If receipts/funds are not returned by that date, the custodian shall promptly send a reminder to the recipient that receipts/funds are due. If they are not returned within 5 calendar days of that reminder, the petty cash custodian shall notify the Division Operations Officer. Petty cash custodians shall keep a log of all disbursements so this timeline can be tracked and audited.
4. When experimenters return receipts/funds with a list of disbursements to the custodian, the list shall be provided in an electronic format (Excel or similar). Paper copies, alone, are not sufficient.
5. The HSS Staff Supervisor shall conduct periodic, unannounced audits of the petty cash custodians to monitor compliance with the Institute and HSS petty cash policies. Each custodian shall be audited at least annually.

Reminder: Per the Institute policy, the "Custodian is ultimately responsible for implementing measures that ensure the safeguarding of all petty cash funds against theft or loss." If a custodian has any questions or concerns about their petty cash funds, the custodian shall immediately notify the HSS Staff Supervisor, the Division Operations Officer, and/or the Division Chair.